



August 20, 2009

Dear EagleBank Bowl Volunteer,

Thank you for your interest in volunteering for the 2009 EagleBank Bowl. We are extremely excited about this year's bowl week of events, culminating with the December 29th game at historic RFK Stadium.

We value each person who desires to volunteer for this year's events and ask that you take the time to complete the attached Volunteer Application and Assignment Request Form.

The area in which we will need the most help from our volunteers this year will be ticket sales. We want everyone to take on the challenge of becoming a 'Top 60' Volunteer. The 'Top 60' will be the dedicated individuals that will help us spread the word about the 2009 EagleBank Bowl and challenge themselves to sell at least 60 game tickets by December 1st. This group of volunteers will receive additional benefits and can qualify to become a part of the Host Committee. Please let us know if you are interested in taking on this challenge.

If you have any questions, please send an email to volunteers@EagleBankBowl.org or visit www.EagleBankBowl.org for more information about the event.

Thank you again for your interest in helping us create a special event for the Washington, DC Metro region.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Beck".

Steve Beck
Executive Director/President

A handwritten signature in black ink, appearing to read "B. Chisolm".

Brian Chisolm
Director, Tourism & Hospitality

DC Bowl Committee, Inc.

**1629 K Street, NW Suite 700 Washington, D.C. 20006
Office 202.719.9745 www.EagleBankBowl.org**



Please complete and return this application to **Lauren Schram** (contact information is at bottom of page) either by mail, email, or fax. Please be sure your information is legible. Please submit information by October 31, 2009.

Last Name _____ First Name _____ Nickname _____

Address _____

City _____ State _____ Zip _____ S M L XL
Shirt Size (circle)

Home Phone Number _____ Cell Phone _____ Driver's License / State _____

Email _____ Birth Date _____

Have you ever been convicted of a Felony (y/n) _____ If yes, why _____

Briefly tell me a little about yourself and why you want to volunteer for the EagleBank Bowl. Please note if you have previous volunteer experience.

Volunteer Signature _____ Date _____

EagleBank Bowl Received by _____ Date _____

Assignment #1 _____ Date _____

Assignment #2 _____ Date _____

2009 Volunteer Needs Request Form

On the list below please indicate your preferred Volunteer Assignments. Prioritize your top 5 choices with 1 to 5. You may choose more than 5 if you would like. We will do our best to assign everyone to their top choices, but cannot guarantee that will be the case in all situations.

Exact assignments will be given out closer to game week or as needed for upcoming events.

Game Week Activities	Priority Choice	Notes (EBB Office Only)
Hospitality Hotels (Dec 26-29)		
Hospitality Game Day (Dec 29)		
Welcome Desk Hotels (Dec 26-29))		
Special Events – Various (Dec 26-29)		
Welcome Receptions (Dec 26)		
Teams Luncheon (Dec 27)		
DC Tours & Hospital Visits (Dec 27-28)		
Press Conferences (Dec 26-29)		
Stadium – Traffic/People Mover (Dec 29)		
Operations Center (Dec 26-29)		
Drivers/Deliveries (Dec 26-29)		
FanFest (Dec 29)		
Pre Game Week Activities (Beginning August)		
Game of the Week Events (Saturdays throughout the fall)		
Promotions (Various Events throughout the fall)		
Youth Football Initiative (Saturdays during fall)		
Assist in the office (Schedule TBD)		
Hospitality Hosts (Sponsor Events)		

_____ I want to help sell tickets to qualify for additional volunteer benefits and I believe I can sell 60 tickets by December 1st ('Top 60' Program)

Which days are you available to volunteer? _____

What hours are you available? _____

*Events may require assistance on the day before and/or after for set-up and clean-up

*Events dates subject to change

Signed _____

Printed Name _____

Date _____

Phone _____

Email _____



Volunteers ('Top 60')

This is the group that represents the heartbeat of the EagleBank Bowl throughout the region and all are welcome to join. Sign up to be a volunteer and share in the experience. Volunteers will have incentives to become members at of our 'Top 60' volunteers, which is the group of volunteers that go above and beyond.

Volunteers Benefits:

- Recognition at EBB events
- 1 ticket to EBB Game
- Invitation to selected events
- Opportunity to serve on Bowl Committees
- Provided Official EBB Volunteer Merchandise per year
- Volunteers may sell tickets and earn 10% commission on all group ticket sales. Additional benefits will apply for those that sell 60 or more tickets including a chance to be a member of the EagleBank Bowl Host Committee.

Volunteers Member Requirements:

- Volunteer time and talent to benefit the vision of the EagleBank Bowl and charitable partners
- Agree to be proactive in the community for the EagleBank Bowl
- Attend training session(s) and required team meetings

Volunteer FAQ's

What are the dress requirements?

The required dress will vary depending on the event at which you are volunteering for. Most events will require khaki slacks and comfortable shoes (black, brown, navy or clean tennis shoes).

The EagleBank Bowl will provide you with an official Fleece Jacket or Bowl Shirt depending on your assignment or other appropriate nametags where necessary.

What if I have friends that are interested in volunteering?

The EagleBank Bowl welcome's your friends to apply! They can email volunteers@EagleBankBowl.org and we will be glad to help them with their application. Remember all Volunteers must be at least 18 years old and available during bowl week.

When is the volunteers meeting?

Volunteer Trainings will be scheduled during the second week of December. When the schedule is announced all volunteers must attend at least one training. To review activities, meet each other and answer general questions.

We will also be holding additional volunteer get-togethers throughout the college football season for those that are interested.

Am I required to attend all bowl week events?

Attendance at all events is not mandatory, but you need to work a minimum of two events in order to get game ticket.

If I sell tickets, how do I track the commission due to me and what assistance is provided in order to sell tickets?

We will provide all volunteers with a ticket order form to use for Group Sales (a sample form is attached). The group ordering the tickets can mail the form in on their own with payment and simply write your name on the form as the volunteer salesperson. Alternatively, groups may call (202) 785-2695 to order tickets and reference your name. We will keep track of all sales and compensate you with 10% of your group ticket sales by check at your first bowl week event. For volunteers who have sold 10 or more tickets, a TicketMaster code will be available so that you may receive credit for non-group ticket sales that you have referred through TicketMaster as well.

The EagleBank Bowl will do our best to provide you with all marketing materials that will assist you, including, posters, electronic flyers, brochures, etc. If there are additional materials that you believe will assist in your ticket sales efforts, please let us know and we will do our best to accommodate you.

What constitutes a group ticket sale?

Groups purchasing 10 or more tickets are considered "Group Sales" and may order through the EagleBank Bowl office rather than TicketMaster. This will save them the service fee on each ticket. Group sales must be paid for in one payment.

'Top 60' Volunteer Ticket Order Form



Please return to:
EagleBank Bowl
 1629 K Street, NW Suite 700
 Washington, DC 20006
 202-872-5897 FAX

Internal only:
Processed _____ **by** _____
Shipped _____ **by** _____

2009 TICKET ORDER FORM - Tuesday, Dec. 29, 2009 4:30 pm

'Top 60' Volunteer: _____

ORDER INFORMATION Location	Qty. x Price = Total		
GAME TICKETS:			
Spectator		\$30	
All Star		\$50	
Premium		\$75	
VIP		\$100	
EVENTS TICKETS:			
Teams Luncheon			
FanFest			
Team Tailgate Party			
Shipping & Handling Charges			\$5.00
Total Enclosed			

Special Instructions:

PAYMENT

Enclose CHECK (payable to DC Bowl Committee) or include AMEX, VISA® or MasterCard® information.

Card Number _____

Expiration Date _____ Security Code: _____

Signature _____

SHIPPING INFORMATION

Name _____

Address _____

City/State/ZIP _____

Daytime Phone _____

Email Address _____