Good Day,

My name is Alejandra Valladarez. I am currently a student from the National Hispanic University and this year’s Volunteer Coordinator for our annual Dia de Los Muertos/ Day of The Dead Festival. NHU has hosted this event for the past 4 years. Throughout the years its popularity has increased averaging around 4,000 guests. This year we are extending an invitation to all members in ESUHSD (Faculty/students/families) to participate by possibly donating their time or attending the festivities.

**Calavera Volunteer Opportunities for High School Students and Others**

**Expectations:** Volunteer will be placed in a team, which will be led by a Calavera Crew Leader. Volunteer’s task will differ on placement of team. However, their main focus is to assist and facilitate the team leader orders. Students will be given simple tasks (ex: bring chair, keep people off stages, guide people, help with face painting, ect..) Volunteers have the opportunity to request a team, but are not guaranteed placement. Positions will be filled by request and time availability. The event will be held between the hours of 11am-6pm but we are also looking for morning assistance starting at 8am-10am. Volunteers must be willing to commit on donating a minimum of 2 hours and up to a maximum of 6 hours for the day of event. A lunch meal will also be provided to volunteers. As a bonus, I myself, will be including an optional Generic Letter of Recommendation to the volunteers whom request one. Positions that are available at the moment are:

**Event Set Up (8am-10am)**
- Altar Assistant
- Vendors Guide
- Table Set Ups

**Parking**
- Assistant Guide

**Kids Zone**
- Small Stage Crew (help guide presenters)
- YMCA Activities Team (multiple activities opportunities)
- Luchadores Ring Security
- Skate Ramp Security

**Main Floor**
- Event Greeters (help guide presenters)
- Main Stage Crew
- Active Floaters/Multitaskers
Calavera Guides
Altars Security

**Miscellaneous**
In Costume Prop/Actor (must come in pre-approved own costume)

** If student/faculty/friend want to participate. Please submit name, age, phone number, email, team(s) preference, time availability and shirt size. The event is free admission to all. However, we suggest that volunteers bring some extra money; if they choose to stay afterwards and/or purchase from any vendor. We plan to host a couple of informational workshops and encourage volunteers to participate. If unable to attend the workshop, information will be submitted via email.

We are nearly a month away from the festival and we plan to open more volunteer opportunities as we go. I look forward to meeting our future community leaders and sharing the experiences that we at the National Hispanic University call Cultura and Familia. For any further questions, please contact me by email at ale.valladarez@gmail.com or call (408)375-9066.

Best Wishes,
Alejandra Valladarez