

# Hobsons Bay Volunteer Expo 2020

## Stall holder expressions of interest now open!

Are you looking to recruit more members or volunteers?

Are you interested in raising the profile of your community organisation or group?

**Express your interest in participating in the Hobsons Bay Volunteer Expo 2020!**

**Volunteer West** is a community organisation based in Altona that aims to improve the well-being of people and communities in Melbourne's West through volunteering. In partnership with **Hobsons Bay City Council**, we are in the process of planning for a Volunteer Expo in Hobsons Bay.

Hosting a stall at the Volunteer Expo is a great way to:

- Attract and recruit more new volunteers or members
- Promote the impact and good work of your community group or organisation to the public
- Expand your networks and connect with other community stakeholders

### **Tentative Volunteer Expo Date and Location:**

Date: Saturday 21st March 2020.

Time: 1pm till 4pm.

Venue: Logan Reserve, Altona.

### **What the commitment for stall holders?**

- 12pm: Set-up your stall. 1pm -4pm: Man your stall. 4pm: Pack-up your stall.
- Have at least 2 people from your organisation/group managing your stall at all times.
- Bring your own banners, brochures, signage, signup sheets, etc. on the day.
- Attend a stall holder briefing approximately two weeks prior to the event.

Stall holders will be provided with a marque approximately 3m x 3m in size, a trestle table and two chairs. These will be set up for you in advance. Need help preparing for the event? Contact Volunteer West for support.

Local community groups and organisations based in Hobsons Bay are highly encouraged to participate. Stall holder spaces are limited – contact us now to get involved!

**Expressions of interest close Friday 6<sup>th</sup> December 2019.**

*To express your interest, complete the attached form and return it to **Volunteer West**  
[events@volunteerwest.org.au](mailto:events@volunteerwest.org.au)*

*For more information, contact **Phuong MacCallum-Le** at Volunteer West on 0421 755 241.*



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## Stall holder expressions of interest now open!

To express your organisation/community groups interest in participating in the Volunteer Expo please complete this form and return it to Volunteer West [events@volunteerwest.org.au](mailto:events@volunteerwest.org.au)  
Expressions of interest close Friday 6<sup>th</sup> December 2019.

### Organisation details:

Name of organisation/community group: .....

Description of service/purpose/mission: .....

In which suburbs of Hobsons Bay is your organisation/community group active?

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Website/Facebook/Social Media (if any): .....

Why would your organisation/community group like to participate?

- ☐ Recruit for more volunteers/members      ☐ Raising public profile of organisation
- ☐ Promote the value and impact of your organisation
- ☐ Others. Please list:.....

What areas do you need volunteers/members? Please select:

- ☐ General      ☐ Administration      ☐ Social Media
- ☐ Committee      ☐ Governance      ☐ IT
- ☐ Others. Please list:.....

Do you need any extra support to participate as a stall holder?

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Any other comments or information you'd like to provide as part of your expression of interest?

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### Your name and contact information:

Title: ..... First Name: ..... Last name: .....

Role within your group/organisation: ..... Phone number: .....

Email: .....

Thank you for taking your time to complete this form.

Volunteer West will be in touch in December 2019 once the expressions of interest period ends.

We are in the first stage of collecting expressions of interest. Sufficient interest from local community organisations/groups is needed in order for this event to go ahead.