

# **New York State Dr. Martin Luther King Jr. Holiday Memorial Observance**

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**Volunteers Needed!!  
(To assist with the stuffing of the  
King Commemorative Program Materials)**

**TIME**                      Noon – 3:00PM

**DATE:**                      Sunday, January 18, 2015

**LOCATION:**      Meeting Room 5  
                                 Concourse, Empire State Plaza

**Any time that you can give will be greatly  
appreciated!**

**For more information, please call  
Marquerite Alexander  
at (518) 486-9284**

**or**

Email: [Marquerite.alexander@ogs.ny.gov](mailto:Marquerite.alexander@ogs.ny.gov)

**No later than Friday, January 2, 2015**

**Thanks!**

2015 New York State Dr. Martin Luther King, Jr. Observance  
Monday, January 19, 2015

MLK Volunteer Opportunities

**Dr. King Children's Art and Essay Display**

**Purpose:** New York State schools are invited to submit student artwork based on the theme "The Legacy of Martin Luther King, Jr." and "The Dream Continues" The categories are painting/drawing, sculpture and photography. Each year the exhibit displays pieces of artwork and essays from children all over the state. All entries will be mounted and placed on display for viewing on the Concourse of the Empire State Plaza, in Albany, New York between January 9 and February 28, 2014.

**Volunteers:** 2-3 per day

(1/19/14, will need 10)

**Dates Needed:** Thursdays & Fridays, 12/11/14 – 1/9/2015, 2/28/15

**Time:** 3:00pm – 6:00pm

**Location:** Empire State Plaza, South Concourse

**Duties:** Opening mail; log information; display artwork

**Dr. King Memorial Observance**

**Purpose:** Celebrate the life and legacy of one of America's greatest champions of racial justice and economic equality Dr. Martin Luther King, Jr. on his 86<sup>th</sup> birthday

**Volunteers:** 10

**Dates Needed:** Sunday, January 18, 2015

**Time:** 12:00pm – 6:00pm

**Location:** Empire State Plaza, Convention Center

**Duties:** with Stuffing of Commemorative Bags (meeting room 5), direct participants to rehearsal area, assist with unload performers equipment, seating signs.

**Volunteers:** 25

**Dates Needed:** Monday, January 19, 2015

**Time:** 8:30 – 1:00pm

**Location:** Empire State Plaza, Convention Center

**Duties:** ushers, hand out commemorative journals, escort guest needing special accommodations to the designated areas, maintain quiet in the hall so the program isn't disturbed, Keep all exits and stairs clear, provide directions to the public, monitor the commemorative cake prior to serving /serve participants, direct participants to the march site, hand out placards and/or song booklets & collect signs at the end of the march.

To sign up please contact [Marquerite.alexander@ogs.ny.gov](mailto:Marquerite.alexander@ogs.ny.gov)



## MLK Volunteer Registration Form

MWBE and Community Relations Office  
Empire State Plaza, Corning Tower, 29<sup>th</sup> Floor  
Albany, New York 12242

Phone: (518) 486-9284 Email: [Marquerite.alexander@ogs.ny.gov](mailto:Marquerite.alexander@ogs.ny.gov)

### **PLEASE READ CAREFULLY:**

- ☐ By completing this form you are acknowledging your interest in becoming a **Volunteer for the 2015 Dr. King Holiday Memorial Observance on Monday, January 19, 2015**. Please return your completed form to the above address no later than Friday, January 2, 2015.
- ☐ All volunteers should be at least 18 years old. If a volunteer is under the age of 18, he/she must be accompanied by an adult.
- ☐ Please indicate whether your participation will be used as a community service project.

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**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Group Affiliation/Organization:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Please indicate times available and assignment you would prefer to work.  
(We will try our best to assign you to your duty of choice)

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Thank you for your support!

***Dr. Martin Luther King, Jr. Memorial Observance***  
***Monday, January 19, 2015***  
***Empire State Plaza, Convention Center, Albany***  
***8:30 AM – Noon***

***VOLUNTEER RESPONSIBILITIES***

**CONVENTION CENTER (8:30 AM – Noon)**

- Usher audience to their seats
- Hand out commemorative journals
- Escort guest needing special accommodations to the designated areas
- Maintain quiet in the hall so the program isn't disturbed
- Keep all exits and stairs clear

**CONCOURSE MONITORS (8:30 AM – Noon)**

- Provide directions to the public (familiarize yourself with the layout of the Concourse, bathroom locations, etc)
- Assist people as needed

**COMMEMORATIVE CUPCAKES DISPLAY (8:30 AM – Noon)**

- Monitor the cake prior to serving
- Serve participants as they come to the table

**MARCH (11:00 AM – Noon)**

- Direct participants to the march site
- Hand out placards and/or song booklets
- Collect signs at the end of the march

**GUIDELINES FOR OGS VOLUNTEERS**

Your commitment to the Dr. Martin Luther King, Jr. Memorial Observance Volunteer Program is valued by your colleagues at OGS. While performing your duties, please remember:

- You will be the public face of OGS. Please maintain a professional and courteous attitude to the public.
- All volunteers are obliged to abide by the same professional standards as staff members and you must obey all security and safety rules of OGS. Use of illegal drugs or alcohol, misconduct, policy or ethical violations will not be tolerated, and are grounds for dismissal.
- Please be punctual and reliable. If you are unable to fulfill your scheduled commitment, inform the MWBE/Community Relations Office at: (518) 486-9284 as soon as possible. You can also email me at [Marquerite.alexander@ogs.ny.gov](mailto:Marquerite.alexander@ogs.ny.gov).