

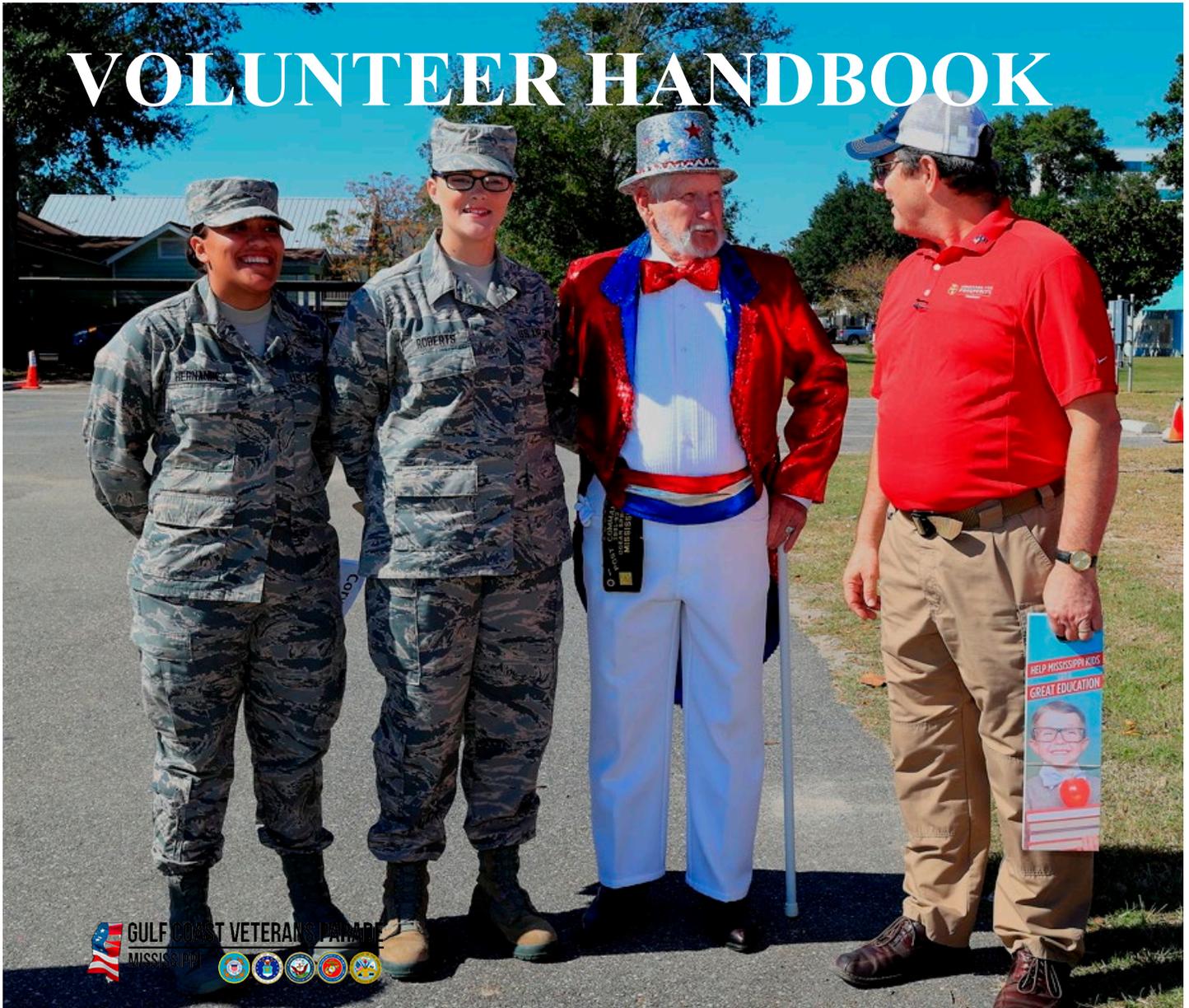


GULF COAST VETERANS PARADE

MISSISSIPPI



VOLUNTEER HANDBOOK



msveteransparade.org



GULF COAST VETERANS PARADE

MISSISSIPPI



P.O. Box 8599
Biloxi, MS 39535
T/601.291.3267

info@msveteransparade.org
www.msveteransparade.org

BOARD OF DIRECTORS

President
Col-Ret Jim Hollingsworth

Vice President
Col-Ret Phil Harding

Treasurer
Leslie Shelton

Secretary
Ada Dodson

Parade Captain
Ltc-Ret Cliff Canoy

VIP Operations

Post Parade Ops
Vonda Martin

ADVISORY BOARD
Kevin Kuehling
James Corley
Tom Bocek

HONORARY BOARD:
Mayor Andrew "FoFo" Gilich
Mayor Billy Hewes, III
Mayor Rusty Quave
Dale Greenwell
Jeffrey O'Keefe
Chevis Swetman

Hello!

Welcome to the Gulf Coast Veterans Parade (GCVP) and thank you for your interest in becoming a volunteer. Since 2000, GCVP has been dedicated to providing the public with the opportunity to salute our Veterans and military by producing a first-class parade. It is the centerpiece of an annual citywide effort to honor our Veteran's community.

We are keenly aware that it would be impossible to accomplish our mission without your help. The commitment and hard work of our volunteers is vital to our success, and we hope you will join us.

As a volunteer, you have the opportunity to be a part of a noble mission. We strive to make the volunteer experiences at GCVP inspiring, engaging and fulfilling as we serve those who have served us so honorably. We sincerely hope you will join us this year in making this one of the greatest parades yet!

Warm Regards,

//signed//

James Hollingsworth, AF Col-Ret
President

Table of Contents

	<u>Page</u>
Mission, vision & program.....	<u>4</u>
History.....	<u>5</u>
Intro to Volunteering for GCVP.....	<u>6</u>
Policies & Procedures.....	<u>7</u>
Volunteer Expectations.....	<u>8</u>
Emergency & Safety Procedures.....	<u>8</u>
Harassment Policy.....	<u>8</u>
Liability Insurance.....	<u>9</u>
The Volunteer Protection Act.....	<u>10</u>
Volunteer Job Descriptions.....	<u>11</u>
Board of Officers.....	<u>12</u>
Committee Descriptions.....	<u>14</u>
Parade committee.....	<u>14</u>
VIP committee.....	<u>14</u>
Post Parade committee.....	<u>15</u>
Organizational Chart.....	<u>17</u>

Our Mission

Our mission is to honor and celebrate the brave and honorable men and women of the nation's armed forces for their service and sacrifices with an annual Veterans Day parade

Our Vision

Engage business leaders, educators, students, community leaders, and the general public to appreciate what earlier generations have given to the nation by showcasing our Veterans in this annual event.

Program Description

The event features groups representing veterans of all eras, military units, civic and youth groups (including Junior ROTC), businesses, and more. Floats, military and vintage vehicles and other special elements add to the spectacle and excitement. **The parade is a non-partisan, non-political event, and may not be used as a platform for any other purpose or political agenda.**

Dependent upon selected city capability, the parade is followed by a “Red, White & Blue” festival, giving the community a chance to engage with local veterans through presentations, food and music. All this is possible due to the work of hundreds of volunteers and the generous financial support of local businesses, which covers most of the parade and festival’s costs.

Gulf Coast Veterans Parade

P.O. Box 8064

Biloxi, Miss. 39535

(601) 265-1537 (voice mails are not regularly monitored)

info@msveteransparade.org

History of Gulf Coast Veterans Parade, Inc.

The Gulf Coast Veterans Parade has a long, rich history with the local and business community. In late 1999, Mary Ellen Landry contacted Donna Leach Yates and Lt. Col. (ret) Dick E. Wilson with a proposed plan to form a committee to organize an annual Veterans Parade to be held on the Mississippi Gulf Coast on or near the observance of National Veterans Day.

The three met with the executive director of the Biloxi Chamber of Commerce and the beginning of Mississippi's first Annual Veterans Parade was born.

It was determined that the Parade would be held on the closest Saturday to the November 11th Veterans Day federal observance honoring military veterans. The primary reason to set the date on Saturday was to provide an opportunity for school age children to learn civic pride, participate and attend the parade, as well as promote business for downtown merchants and store owners.

A committee of volunteers was soon formed and Ms. Landry and Yates were elected by the committee to serve as co-chairs for the first Veterans Parade. The Mississippi Gulf Coast towns of Biloxi and Gulfport both agreed to host the parade on alternating years.

INTRODUCTION



This Volunteer Handbook is provided to inform volunteers and potential volunteers of the policies and operating procedures of the Gulf Coast Veterans Parade, and of the service opportunities that are available. It is not a contract for employment.

Please note the majority of our volunteer positions are recruited for their help for only the weekend of the parade, mostly a three day span including Thursday, Friday and Saturday. We are very grateful for your interest and hope you get as much out of this experience as we do!

Policies and Procedures for Volunteers

To become a volunteer with GCVP, please complete the following steps:

- Read and understand this Volunteer Handbook in its entirety.
- Complete and submit the Volunteer Application Form and other requested forms located at www.msveteransparade.org
- After confirmation, stay in touch with your contact or the volunteer coordinator
- Receive additional job orientation and training relative to those specific assigned volunteer jobs (see below)

Cancelling an assignment

If you cannot make a volunteer commitment to due unforeseen circumstances, please notify a board member or the Volunteer Coordinator as soon as possible so we can make alternate arrangements.

Weather

The GCVP staff makes a strong effort to continue all operations and events under inclement weather. In the event of major weather events or natural disasters, GCVP staff will give you notice if normal operations are canceled.

Expectations

As a volunteer, you have the **responsibility** to:

- Meet your time commitments or provide adequate notice so arrangements can be made to fill your slot
- Be trusted with confidential information necessary to do your work
- Perform assigned work to the best of your ability
- Follow organizational policies and procedures
- Be open-minded and respectful of others
- Accept reasonable tasks with a positive attitude

As a volunteer, you **should**:

- Know how your efforts contribute to the organization's objectives
- Receive the necessary orientation and training needed to do the job assigned to you
- Be treated with respect
- Be appreciated for the work you have done
- Ask questions and make suggestions about the work you're doing
- Understand that the GCVP is a non-partisan, non-political event, and may not be used as a platform for any other purpose or political agenda

Safety and Emergency Procedures

Volunteers and GCVP share responsibility for establishing and maintaining a safe work environment. GCVP will attempt to ensure a safe work environment and to comply with federal, state, and local safety regulations. In turn, volunteers are expected to obey safety rules and to exercise caution in all work activities. Volunteers are asked to report any unsafe conditions to a board member or city

employee immediately. Any accident, which results in injury, regardless of how insignificant, must be reported promptly.

Harassment policy (including sexual harassment)

It is prohibited to harass others on the basis of their sex, age, race, color, national origin, religion, marital or Veteran status, citizenship, disability and other personal characteristics. Harassment includes making derogatory remarks about such characteristics, making "jokes" about ethnic or other groups, and other verbal, physical and visual behavior, including sexual harassment.

Sexual harassment is defined as any unwanted physical, verbal or visual sexual advances, requests for sexual favors, and any other sexually oriented conduct, that is offensive or objectionable to the recipient, including but not limited to: abusive language, derogatory or suggestive comments, slurs or gestures, and offensive posters, cartoons, pictures or drawings.

The Gulf Coast Veterans Parade, Inc. does not tolerate the harassment or sexual harassment of any volunteer, board member, parade participant, vendor or any other person dealing with the organization. **Volunteers should report harassment or suspected sexual comments directly to a trusted board member or someone outside the board's chain of command (as necessary) so the matter can be promptly investigated.** Confidentiality will be maintained to the extent possible consistent with the need to conduct a prompt and thorough investigation of a complaint.

Liability and Insurance

The Gulf Coast Veterans Parade, Inc. purchases special event insurance each year for specific liability risks for the duration of the parade.

The Volunteer Protection Act

Congress approved legislation in 1997 that shields volunteers for nonprofit organizations from liability lawsuits. The Volunteer Protection Act limits the occasions when volunteers, as well as directors, officers, and trustees, may be sued in connection with their actions on behalf of a nonprofit. While the legislation removes a volunteer (but not the nonprofit) from liability if an individual commits negligent acts or omissions while acting within the scope of his or her responsibility, it does not protect the person if such acts were caused by willful or criminal misconduct or gross negligence.

VOLUNTEER

JOB DESCRIPTIONS



The Gulf Coast Veterans Parade recognizes the more volunteers are informed of who and what they are signing up for have the most successful and satisfying experiences. The organization and general descriptions of board officers and volunteer committees are provided.

BOARD OF OFFICERS

President

Exercises supervision over the affairs of the organization, calls meeting, presides at the meeting, and is ex-officio member of all organization committees. Supervises fund raising activities of the organization. Appoints and fills vacancies of all standing and ad hoc committees. Serves as media representative. Signs all authorized contracts.

Vice President

Assumes all duties of the President in his or her absence and performs other duties as assigned by the President.

Advisory Board Members

Advisory Board members (non-voting) are nominated by members and peers for their expertise and influence in the community. They make recommendations and provide information and materials to the board of directors. The Advisory Board provides current knowledge, critical thinking and analysis to help steer the organization to success.

Secretary

Keeps minutes of meetings and maintains records as necessary. Prepares correspondence for signature of the appropriate officer. Schedules board meetings for the calendar and keeps an archived history of the organization.

Treasurer

Supervises the organization's fiscal affairs by accepting/depositing all monies to an established bank account. Funds are disbursed by the treasurer and one other officer, normally the President, to pay

invoices and expenses as needed. Keeps accurate account of funds, maintains books and records so they can be inspected or audited periodically. Maintains organization's P.O. Box at the post office.

Volunteer Committee Chairperson

Parade Chairperson (a.k.a. Parade Captain)

Responsible for Parade registration, order and logistics of parade, transportation parking for Parade participants

VIP Chairperson

Responsible for the VIP pre-reception, invitations, Parade script, protocol of seating and Parade review stand

Post Parade Chairperson

Responsible for providing marchers with food and beverages and acts as liaison to the city for post parade events.

VOLUNTEER COMMITTEES

Parade Committee

Supervised by: Parade Chairperson

General summary: Provide support to the parade chair with all activities from start to finish of the parade

Examples of specific duties:

- Compiling parade entries, putting in logical order
- Organizing check-in and lining up groups
- Ensuring parade participants are following safety measures and keeping the event on time
- Ensure buses, vehicles and floats are parked in proper areas before and after parade
- Assist Parade Chair and fellow volunteers as requested with any other issues during the event

Time Commitment: Attend meetings as needed, one hour of orientation and three hours on day of parade

VIP Committee

Supervised by: VIP Chairperson

General summary: provide support to all operations pertaining to VIPs (very important people) Veterans, sponsors, elected officials, etc.

Examples of Specific Duties

- Work with support team on VIP reception
- Send out and monitor VIP invitations
- Work check-in table & give out name tags
- Greet VIPs as they arrive and provide escort as needed
- Parade review stand: Help coordinator set seating area, place signage, decorating and podium/chair locations
- Escort VIPs to their assigned seats
- Icing down water in coolers, distribute water as needed to VIPs
- Assist VIP Chair and fellow volunteers as requested with any other issues during the event

Time Commitment: Attend meetings as needed, one hour of orientation and three hours on day of parade

Post Parade Committee

Supervised by: Post Parade Chairperson

General summary: provide support to activities after the parade, including refreshment preparations for troops marching and any help as needed with Red, White & Blue Festival

Examples of Specific Duties

- Solicit and secure food/water donations as needed for feeding parade participants
- Arrange pick up & delivery of food/water donations to respective venues
- Coordinate operations of cooking/feeding/assembling food/water donations
- Assist as needed the City coordinator of the festival

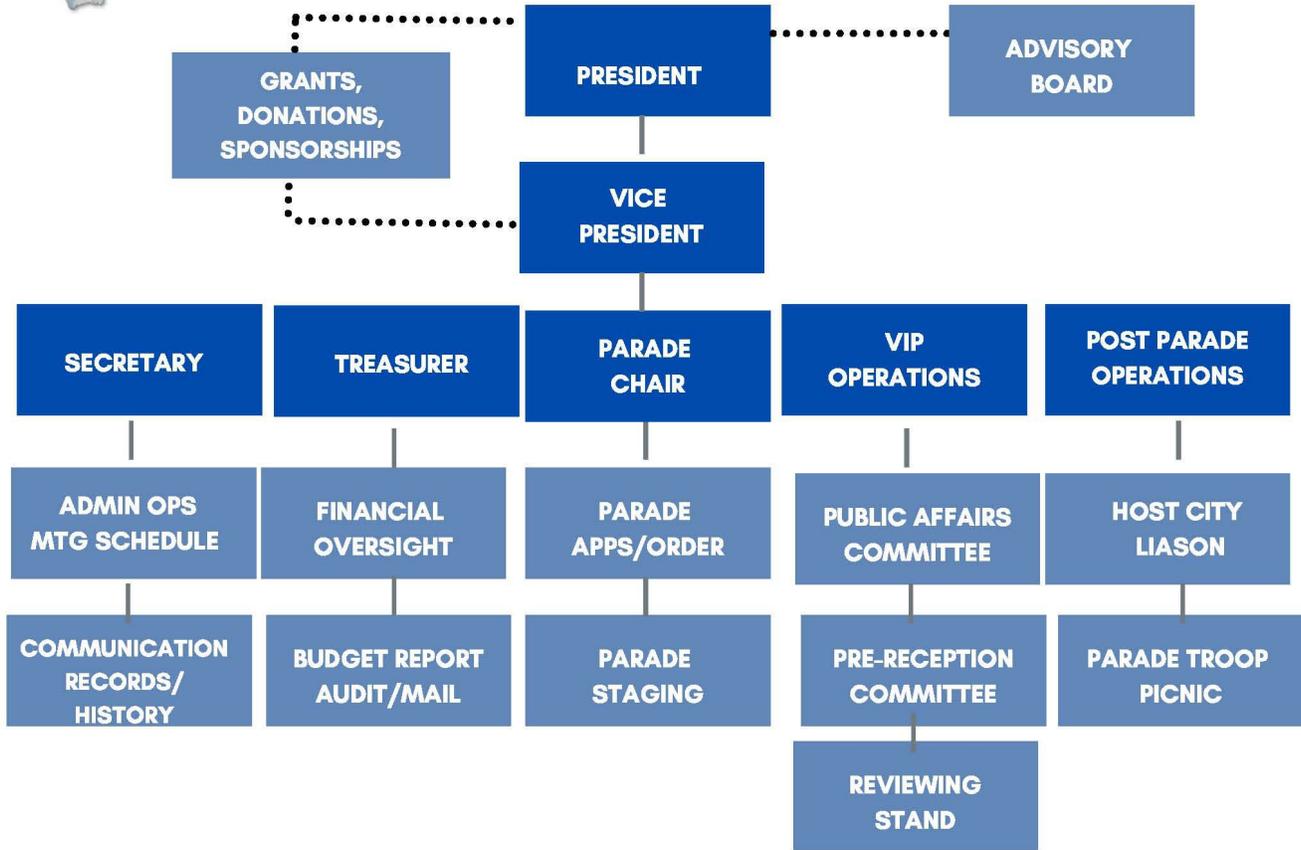
- Assist Post Parade Chair and fellow volunteers as requested with any other issues during the event

Time Commitment: Attend meetings as needed, one hour of orientation and three hours on day of parade

Organizational Chart



Gulf Coast Veterans Parade Inc.



Thank you for supporting the Gulf Coast Veterans Parade!