

Cupertino Earth & Arbor Day Festival

2024 Volunteer Guide

Event Overview

Location	Library Park Field 10400 Torre Avenue
Event Date & Time	Volunteer shifts range from 8 a.m. to 4:30 p.m. The event is open to the public on Saturday, April 20, from 11 a.m. to 3 p.m.
Getting to the Festival	<ul style="list-style-type: none">➤ 1. Walk, bike, or take other forms of transportation if possible! Bike racks are available throughout the civic center – bring your own lock.➤ Ride share passenger drop off/pick up zone is available on the corner of Pacifica Dr and Torre Ave.➤ 3. Prometheus Parking Garage located at 20350 Stevens Creek Boulevard, (a quick 6-minute walk to the event)
Arrival Time	<ul style="list-style-type: none">➤ FIRST SHIFT: 8:00 a.m. to 12:30 p.m.➤ SECOND SHIFT: 12:00 p.m. to 4:00 p.m.➤ THIRD SHIFT: 2:30 p.m. to 4:30 p.m.
Required Document	<ul style="list-style-type: none">➤ Signed Waiver for every individual volunteering (submitted electronically before your shift to sustainability@cupertino.org or bring a physical copy to hand-in)

Volunteer Check-in Table

A registration table will be located in the northwest corner of Library Field (see map below). This is where you will check in and turn in your waivers. **You cannot participate if you do not have a valid, signed waiver (either submitted digitally or a paper copy on the day of the festival).** If you need assistance finding the registration booth, City staff will be wearing Cupertino Green t-shirts. You will receive a volunteer button after signing in. **Before leaving, make sure to sign out and return your volunteer button.**

Getting there:

There are several free options for getting to the event:

Prometheus Parking Garage on Cali Ave off Torre:

[Google Map](#)

This garage offers free parking a block away from the festival. To access the lot from Stevens Creek Boulevard, turn south onto Torre Ave and the first right onto Cali Ave. The garage will be on your right. The lot can also be accessed from Rodrigues Avenue. Simply turn north (away from the Library) onto Torre Ave, and then take the second left onto Cali Ave.

Ride Share/Passenger Drop-off

[Google Map](#)

Conveniently located on the corner of Pacifica Dr and Torre Ave. Please note, this is not a vendor unloading zone. It is intended as a passenger unloading space and will be available all day.

Bike Racks

Bike to the festival and bring a lock for the bike racks.

Hopper

Cupertino's local [Hopper](#) shuttle is available from 9 am to 4 pm. There was high demand for this service last year so please plan for extra time if you are using this option. Please direct the driver to the ride share/passenger unloading zone.

What to Bring

- **Signed [Waiver](#)** if you did not submit it electronically (if you are under 18, your parent must sign as well)
- Other items to consider bringing:
 - Reusable Water Bottle
 - Sunscreen and Hat
 - Money for lunch or your own lunch (no refrigeration will be available)
- Plan to carry these items with you as you volunteer. Volunteers can store items at the registration booth at their own risk.

Insurance & Liability

Please know that the City does not provide insurance for event participants, which is why signed waivers are required. **To volunteer, you must either:**

- **Have submitted your waiver electronically (to sustainability@cupertino.org)**
OR

- **Bring a physical copy of your signed waiver when you check-in**

Waivers must be signed by you (if you are 18 or older) and signed by your parent or legal guardian if you are under 18. **If you do not submit a waiver, you will not be able to volunteer.**

Volunteer Expectations

- Bring a signed waiver if you do not submit it electronically.
- Stay positive!
- Act safely. Be aware of your surroundings and communicate with festival staff if you feel uncomfortable or have any concerns.
- Take breaks as needed, but please coordinate with the staff or vendor you are assigned to.
- Be flexible! The festival is a dynamic event, and we may need to shift you around to make sure it runs successfully.

Contact

If needed: Nick Kibilov – nickk@cupertino.org

Amenities

Please refer to the map on the next page for the locations of all the amenities. There will be water stations and port-a-potties on the field. Community Hall and the Cupertino Library will also have restrooms and water fountains. During your breaks, feel free to check out our activities and performers.

LUNCH ALERT: The city will be hosting food trucks again this year. There will be reusable utensils and containers for food truck customers. There are also several restaurants located within walking distance, including Coffee Society, Rio Adobe, and Bitter+Sweet.

THANK YOU!

This festival would not be possible without our eco-exceptional volunteers!
Thank you for helping to make this event a success.

Festival Map

The next page has a map of our festival space, which identifies relative locations of booths, food trucks, and entertainment. The booths will be set up after the 1st shift volunteers arrive.

Make sure you know where the volunteer check-in booth is located (starred on the map). You may also want to note the Passenger Drop-off location.

