

Volunteers Needed Volunteers Needed



Volunteers may choose from two shifts: 6:30 am to 11:00am or 11:00am to 3:30pm. Free Breakfast and lunch provided.

City of Los Angeles
Department of Neighborhood
Empowerment

Congress of Neighborhoods
Saturday, April 21, 2007

The Westin Bonaventure Hotel and Suites

The Congress of Neighborhoods event provides Neighborhood Councils and other community members an opportunity to network and gain valuable information from City departments and various other government and community entities.



To sign up as a volunteer, or for additional information, please contact:

Lisette Covarrubias
lisette.covarrubias@lacity.org

Or

Melvin Cañas
melvin.canas@lacity.org

213-485-1360

3-1-1 toll free

We welcome all volunteers who would like to contribute to the success of our bi-annual Congress of Neighborhoods.

We need your help with:

- Greeting Neighborhood Council leaders
- Assisting workshop presenters
- Assisting with registration
- Directional assistance
- Other miscellaneous duties

THEME: One City - Many Neighborhoods Working Together

Department of Neighborhood Empowerment (DONE) 334 E. 2nd Street, Los Angeles, CA 90012
www.lacityneighborhoods.com

Event Day Volunteer Information

EVENT TITLE:	City of Los Angeles Department of Neighborhood Empowerment (DONE) CONGRESS OF NEIGHBORHOODS
EVENT LOCATION:	The Westin Bonaventure Hotel & Suites 404 S. Figueroa Street, Los Angeles, CA 90071
EVENT DATE / TIME:	Saturday, April 21, 2007 6:30 AM to 3:30 PM
CONTACT PERSON:	Lisette Covarrubias or Melvin Cañas
CONTACT PHONE NUMBERS:	213-485-1360 or 311
NUMBER OF VOLUNTEERS NEEDED:	Approx. 100
DRESS CODE:	White Shirts and Black Pants
WILL VOLUNTEERS BE FED?	Yes, Continental breakfast in the morning and lunch will be provided.
DESCRIPTION OF EVENT:	The Los Angeles Citywide System of Neighborhood Councils was created to provide a mechanism by which the public, or stakeholders, can participate in the decision-making process of their government, and to make government more responsive to local needs. Neighborhood Councils have the potential to improve the quality of life in neighborhoods. This event provides the opportunity for community members to network and gain valuable information from City entities and various other sources.
VOLUNTEER DUTIES:	Pre Registration, Registration, Child Care, Greeting Neighborhood Council leaders, Directional Assistance, assisting in workshop sessions, set-up/clean-up, and other misc. duties.