



KVIE Public Training  
2699 Capitol Mall  
Sacramento, CA  
phone 916 828 0000  
fax 916 828 7200

May 7, 2008

Mike Newdow  
Facts Church  
P.O. Box 233345  
Sacramento, CA 95823

Dear Mike Newdow,

Thank you very much for your commitment to participate as our phone bank volunteers during KVIE's 2008 Membership Drive. Your scheduled shift is: **6/2/2008 from 6:15 pm - 11:00 pm.** Please bring 16 to 20 people aged sixteen and older. Note that youth groups under age twenty are required to bring an adult supervisor.

We want you to enjoy your experience at KVIE, so here are a few things to pass along to your members:

~Logistics~

KVIE is participating in a research project with only fifteen other PBS stations in the country. So, phone bank volunteers will be entering membership data in a computer. It is not necessary to be a computer wiz, but basic computer skills are necessary: complete training is provided and everything is scripted. It's fun and easy!

Phone bank volunteers will enter the building through the staff/volunteer lounge located at the patio area, which is to the far left of the main entrance, at the southeast corner of the building. You will see the directional signs. A map to the station is also enclosed. There is plenty of parking at the KVIE studios, however please note that construction is taking place around the KVIE studios and phone bank volunteers should anticipate modified driving routes into the KVIE parking lots as noted on our map.

*Your scheduled shift includes time for orientation.* There is no need to arrive earlier. If you decide to have a potluck, or have food delivered, you will have time in between pledge breaks to eat and socialize. Your group needs to arrive for the orientation at **6:15 pm.** However, if you want to eat *before* the training and pledge breaks please come before 6:15 pm. Please let me know if you will be arriving early, so I will be here to let you into the building.

Coffee and light snacks are provided. Other snacks and soft drink vending machines are available. Tables, chairs, refrigerators and microwave ovens are available and set up in the volunteer lounge. Enclosed is a list of restaurants in the KVIE area.



KVIE Public Television  
2595 Capitol Oaks Drive  
Sacramento, CA 95833  
phone 916.929.5843  
fax 916.929.7215

FCC regulations prohibit alcoholic beverages on the premises.

You are welcomed to bring cameras and camcorders to photograph or record your group (NO FLASH IS NEEDED). Unfortunately, KVIE is unable to provide you with a tape of your participation. Tell a friend, family member or neighbor to tape it for you – it's a great souvenir!

You may bring two 11" x 8 1/2" signs promoting your organization. The horizontal signs will be displayed at the end of the phone bank row. Unfortunately, our studio is not designed to accommodate banners.

We have brought back the popular "Call-Out" Program. It is a fun way for you to invite your friends and family to help support KVIE and become a new or renewing member. There is a *prize* for the person who brings in the highest amount of donations during their shift by making these calls to friends and family. And all participants during that pledge drive will be entered into a drawing for even bigger prizes! **Bring your phone lists** and have some fun!

Please be aware that not all of our pledge shifts are "live." When a pledge break is "live" there are hosts, called Talent, and a live crew in the studio with you. When a pledge break is "virtual" or an "air-check" there is not a host or studio crew – however, your group will appear live on TV whenever the control room cuts away to you when you look busy on the phones.

Often times we do not know if the shifts are going to be live or virtual until the week of the pledge drive. If you would like to know what show will be on and if it is a live or virtual shift please call me with those queries. Please note that programs are subject to change without notice.

~ TV Attire~

If your group has an identifying shirt or cap we encourage you to wear them. A coordinated group looks great on camera! If not, business attire is requested. Due to the fluctuating temperature in the studio, you should tell your volunteers to bring a sweater or jacket – it gets chilly! Colorful clothing is always better than plain black or white – colors look great on camera! Whatever you wear make sure to keep it comfortable!

~Sign Up Deadline~

Feel free to post the enclosed flyer in any communal location of your organization to help recruit your 16 volunteers. It's a good idea to put the roster close to the flyer so people can easily sign up. If you would like an electronic version of any of these forms I can email them to you for easy printing and/or forwarding on to your members.

Please stress to your volunteers the importance of their participation. We are counting on them to fulfill their commitment to their pledge shift! **Thank you for understanding that cancellations are not accepted after a phone bank group has committed to a shift.**



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Please fill out the enclosed roster form with the names of your phone bank volunteers and return to me by mail or fax by **May 15<sup>th</sup>, 2008**. Please note that you are welcome to staff your phone bank with people other than those solely in your organization. So bring your spouse, neighbors, friends from church – whoever it takes to meet the minimum number of people for your phone bank. If you are unable to meet the required minimum of 16 people, please let me know as soon as possible. We may be able to fill in a few of the empty spaces with “Friends of KVIE” emergency volunteers.

We are so grateful for your support. Volunteer phone banks are pivotal to the success of our on-air fund drives. Whether the breaks are live or pre-taped events, your group will appear on camera! Your group’s participation helps us keep our commitment to produce and broadcast intelligent programs that enrich the lives of thousands of viewers throughout the Central Valley.

Please don’t hesitate to call, email, fax or mail me if you are having problems or have any questions. I am here to help you.

Sincerely,

Noelle Champagne  
Coordinator of Volunteers & Special Events  
KVIE Public Television  
2595 Capitol Oaks Drive  
Sacramento CA, 95833  
916 641-3593  
Fax: 916 929-7215  
nchampagne@kvie.org

Enclosures:

Phone Bank Roster  
Phone Bank Flyer  
KVIE Map  
Local Eateries



**Note:** Due to ongoing construction directions may change. Please check [www.kvie.org](http://www.kvie.org) for updated directions prior to your shift.

**KVIE Public Television**  
2595 Capitol Oaks Drive  
Sacramento, CA 95833

**Phones**

Toll-free: 800-347-KVIE (5843)

Main: 916-929-KVIE (5843)

If you're calling to make a pledge of support to KVIE public television, please call 800-270-6601.

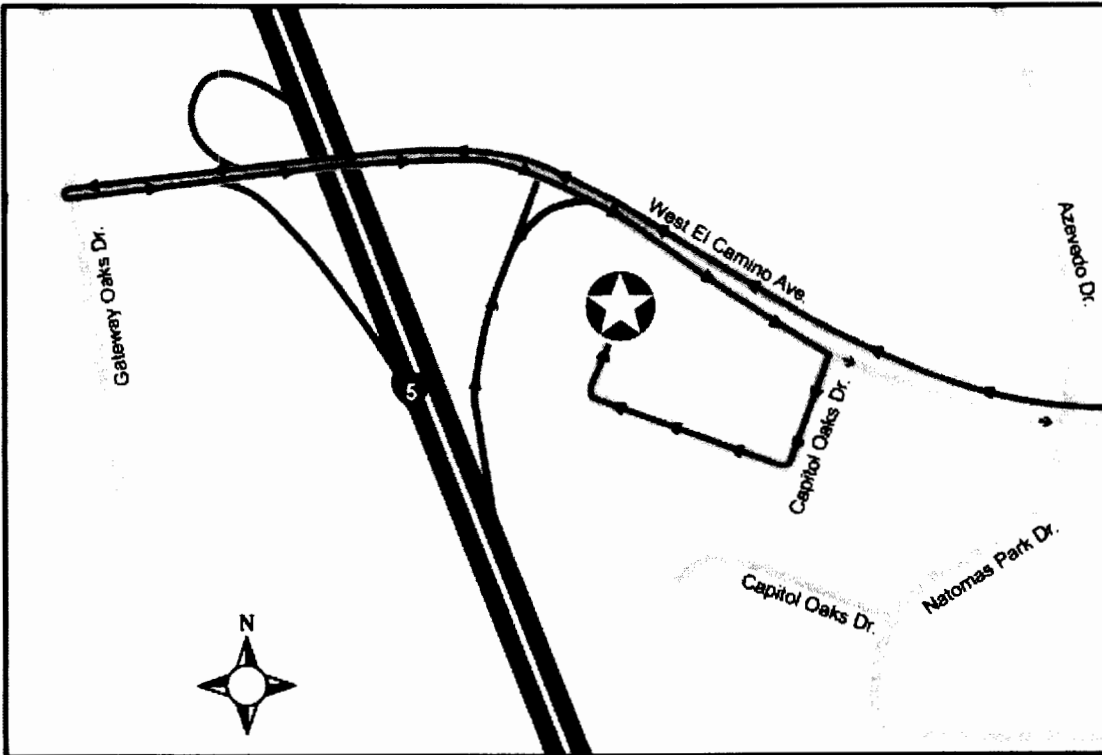
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**Northbound Interstate 5**

Take the West El Camino off ramp. Head east (to the right) on West El Camino. Turn right on Capitol Oaks Drive -- it's the side street **before** you get to the first stoplight. The road then leads into KVIE's parking lot.

**Southbound Interstate 5**

Take the Garden Highway exit, turn and take the first left to get back onto Interstate 5, now traveling north. Stay in the far right lane and take the West El Camino off ramp. Head east (to the right) on West El Camino. Turn right on Capitol Oaks Drive -- it's the side street **before** you get to the first stoplight. The road then leads into KVIE's parking lot.





2008 MEMBERSHIP DRIVE PHONE BANK VOLUNTEER ROSTER

Organization: **Facts Chruch**  
Shift Date: **6/2/2008**  
Shift Time: **6:15 pm - 11:00 pm**

Names of phone bank volunteers who have committed to this shift:

1 _____	9 _____
2 _____	10 _____
3 _____	11 _____
4 _____	12 _____
5 _____	13 _____
6 _____	14 _____
7 _____	15 _____
8 _____	16 _____

Alternates 1 \_\_\_\_\_ 3 \_\_\_\_\_  
2 \_\_\_\_\_ 4 \_\_\_\_\_

**I commit to bringing sixteen people to our phone bank scheduled for the above date.**

**I understand that cancellations of phone bank groups are not accepted.**

Contact Signature \_\_\_\_\_ Date \_\_\_\_\_

**Due Date: May 15<sup>th</sup>, 2008**

Return form to:  
Noelle Champagne, Coordinator of Volunteers & Special Events  
KVIE Public Television  
2595 Capitol Oaks Drive, Sacramento, CA 95833  
Direct Line: (916) 641-3593 / Fax: (916) 929-7215

**KVIE Public Television is now scheduling**  
**Facts Chruch**  
**To volunteer for our Pledge Drive Phone Banks**

**Join us for our 2008 Pledge Drive on:**  
**Monday, 6/2/2008 from**  
**6:15 pm - 11:00 pm!**

**Support Your Local  
Public Television Stations!**



- Perform Community Service
- Support Public Television
- See Yourself on Television
- Get Your Group's Name Out
- Great Team Building Activity
- Reach 1.3 Million Viewers
- Tour a Working TV Studio

**Sign up now on your Volunteer Roster!**

**For More Information Contact  
Noelle Champagne (916) 641-3593**

# RESTAURANTS

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*in the KVIE area*

BJ's RESTAURANT & BREWHOUSE	570-1327
BEL AIR	920-2493
BELLA BRU CAFÉ	928-1770
BLIMPIE SUBS & SALADS	649-9664
BLUE GECKO	922-2885
CHILI'S	285-8703
CHIPOTLE MEXICAN GRILL	574-9671
DAPHNE'S GREEK CAFÉ	285-9130
GIOVANNI'S NEW YORK PIZZERIA	574-9070
GODFATHER'S PIZZA	927-1200
GORDITO BURRITO	646-4826
HOUSE OF CHANG MANDARIN	925-2138
LA BOU	567-0180
O'MEI MANDARIN, HUNAN & SZECHUAN	922-5440
ORIGINAL PETE'S	614-4525
OSHIMA SUSHI	515-1958
POT BELLY BURGER & GRILL	515-1703
ROBEKS JUICE	575-9118
ROUND TABLE PIZZA (KVIE Discount)	648-1790
RUBIO'S	928-8211
SAMURI SUSHI ON THE RIVER	929-2525
SHARK PIT	575-9000
STARBUCK'S COFFEE	927-9391
STEVE'S PLACE	419-4100
STRING'S	928-9064
TERIYAKI EXPRESS	564-3663
TOGO'S	921-8646