

Volunteer Check-In Volunteer Assignment

Thank you for volunteering to help with the Hike for the Homeless! We have assigned you to help at the Volunteer Check-In Table

- **Please arrive at 7:00 a.m.**
- You will be checking in our volunteers for the event and helping the event coordinators with logistics.
- For each volunteer, check their name off the check in list when they arrive. The list is arranged alphabetically by last name.
- If they need to sign the waiver, please give them one to sign. The volunteer check-in list will indicate whether someone needs to sign the waiver or not. A "Y" means we already have the waiver; a "cw" means we need a child waiver signed; if the space is blank, then we need the volunteer to complete/sign the waiver.
- Remind each volunteer what their volunteer assignment is (some may have two). **Be sure to give each volunteer their volunteer position description.**
- Ask each volunteer to wear a nametag that say VOLUNTEER so we can identify our volunteers.
- And finally ask them to go to their assigned area. In most cases there will be a volunteer leader there to give them more instructions.
- Volunteer leads will also check in at the volunteer booth. Have them talk to Emily, Leigh Anne, or Holly if they have any questions.

Please note: Event Greeters helping with flyer handout need to pick up the welcome flyers to hand out as they greet people. This is not all Event Greeters but just those stationed by the Dog Tent and T-Shirt tents to hand out flyers.

Other notes or things volunteers can do when not assigned or arrive early:

- Ask volunteers to put a few balloons by the big Hike for the Homeless sign at the event entrance and near the stage.
- Ask volunteers who are going to stand at the intersections to take a couple of balloons to put at the banners.
- After hikers check in-- volunteers can gently encourage hikers to move to the event area-- to get breakfast, to visit the photo booth- to visit the Safe Haven info booth, to get coffee at the White Bison booth.
- At around 10:45, clean up volunteers will come to Volunteer Check-In Table-- look at the clean up volunteer role description for guidance on giving them things to do

Things volunteers can do when they are between assignments or for volunteers without assignments:

- Check trash and recycling; bring almost full bags tied off to trashcans at the registration area.
- Check restrooms-- monitoring trash, bringing out trash and leaving new bag when almost full