

Vol Check-IN Volunteers

Thank you for volunteering to help with the Hike for Safe Haven! Please arrive at your shift start time (6:45a.m., 8:00a.m., or 10:30a.m.) **When you arrive, come directly to the volunteer check-in tent.**

During the event:

- You may need to help with set-up or clean up of the tent (depending on shift).
- Confirm volunteer attendance by their name/group their with
- Hand out a nametag
- Tell volunteers what area they have been assigned to, and guide them toward that area (verbally/pointing—you don't need to leave your tent)
- Remind volunteers that they must return to the volunteer check-in tent at the *end of their shift* to turn in their nametag
 - If a volunteer is working more than one shift in two different areas, remind them to come back so we can be sure they end up in the right spot for their second shift
- **Once a volunteer has turned in their nametag after their shift, encourage them to go to the t-shirt tent to pick out their choice of a vintage SH hike tee**
- Volunteers may be asked to call volunteers who have not arrived for their shift
- Keep track of volunteer attendance, making special note if one area has a significant amount of no-shows and may need extra support ***IMMEDIATELY TEXT AMANDA***