

Signage for Volunteer Reception Center

Enlargement All signs should be laminated and large enough to be read from a distance.

#	Signs Needed	Where to Post
2	Volunteer Reception Center	On street visible from either direction
4	Entrance Volunteer Reception Center	On main doors into VRC
1	Station 1 - Registration	Registration / Orientation Area
1	Station 2 - Interviews	Interview Area visible from Volunteer Entry
1	Station 3 - Data/Agency Coordination	Data Coordination visible from Station #2
1	Station 4 - Safety Briefing	Safety Briefing area visible from Station #3
1	Station 5 - Volunteer I.D.	Volunteer ID area visible from Station #4
1	Station 6 - Maps	Maps area visible from Station #5
1	Station 7 - Job Training	Job Training visible from Station #5 & #6
2	Exit	Exit visible from Stations #5, #6 and #7
1	Phone Bank	Quiet area suitable for phone bank
4	Staff Only	Staff rest area, areas off limits to VRC Clients
1	Staff Dining Area	Kitchen or Staff Dining Area
2	Staff Area Internet Info	Staff Break or Dining Area
2	Supplies Staff Only	Door of a secure storage area
4	Restricted Access - Please Check In With Security	Off limit areas of Facility to everyone
2	Storage Room	Areas used for VRC supplies
1	Public Information Officer	Public Information Officer's Table
1	Transportation To Worksite	At exit to transportation staging area
1	First Aid	Near first aid kit
4	Restrooms	With arrows near restrooms
6	Horizontal Arrow	These are not needed between VRC stations, but may be needed in conjunction with other signs.
6	Vertical Arrow	