Headquarters Job Aid

Thank you for volunteering at Headquarters!

Turn on the ringer on your phone should you need to be contacted.

Here is an overview of the few aspects of the role and how to perform them:

1) Check-in teams - see NEXT PAGE for details

2) Confirm that all expected volunteers are accounted for:
    a. (On clipboard) Mark volunteers who present at HQ as "checked in"
    b. Ensure they understand their role and/or direct them to their job aids
    c. For Field Marshals, provide them with a yellow vest and a badge (their choice for clip-on or lanyard)
    d. Write-in the name and contact information for any volunteers who check-in but are not on the printed sheet
    e. If a volunteer has not checked in, reach out to them to confirm their plans
        i. Some may decide to go straight to the field but they should still check-in so they are accounted for

3) Answer general questions to the best of your ability. Direct people to the:
    Website or rules

4) (Sunday only) present finalists and champions with trophies and medals - see subsequent page: "Cranberry Cup - Sunday Awards Instructions"

Text Director (John Valente: 206-920-1552) with any issues.