VOLUNTEER CHECK IN
POSITION DESCRIPTION

Each shift will have 2 **Volunteer Check in Staff**. One of the two **Volunteer Check in Staff** will be responsible for maintaining a sheet to track "no shows" and "replacements".

	Person Assigned	Position	Time	Replacement Person
Example	Jane Doe	Beverage Server	11-1	John Doe

Two of the **Volunteer Check in Staff** will be responsible for checking in the luncheon volunteers. Each of the two **Volunteer Check in Staff** will be assigned to check in either volunteers with the last name beginning with A-M or N-Z. **Volunteer Check in Staff** should check at 11:00, 12:00 and 1:00 for volunteers who *HAVE NOT* checked in and report those names to the volunteer assigned to record the "no shows" and "replacements".

Volunteers must be able to work quickly.

One additional volunteer per shift will act as a **HOST**. This volunteer will be provided with a map of the venue and should make sure that the volunteers who have checked in reach their appropriate station.

Volunteer Check in Staff and HOST for the first shift should arrive, check in with the Volunteer Coordinators and be prepared to **begin checking in volunteers at 9:30 am**. Please plan to have your lunch when your shift is over.

Volunteer Check in Staff and HOST for the second shift should arrive early enough to have their lunch prior to the beginning of their shift, check in with the Volunteer Check in Staff or the Volunteer Coordinators and be prepared to **begin checking in volunteers at 12:30.**

2 of the positions are sit down positions. Walking is involved with the Hosting position.

Political Campaigning: Public charities are prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) a candidate for public office. Campaigning of any type is prohibited at all of our events including this Annual Luncheon. This includes (but not limited to), T-Shirts which represent a particular candidate or party, distribution of printed material including business cards and general political discussion with the patrons attending this event.

Note: All positions at this event are pre-assigned. We ask that you do not bring additional people with you to work at this event. **Volunteers are expected to purchase a ticket for the Event if they would like to have soup, bread and/or a bowl.**