

TICKET EXCHANGE VOLUNTEER POSITION DESCRIPTION

The **Ticket Exchange** volunteers will work closely with the *Seating Coordinator*.

The **Ticket Exchange** volunteers will make their way through the lines collecting the patron's Empty Bowls admission tickets and asking the patrons if they plan to:

- 1) go to the bowl room. And/or
- 2) will they be dining in or getting their soup to go?

The **Ticket Exchange** volunteer will then replace the Empty Bowls Admission ticket with a ticket for the *Bowl Room* and/or a ticket for *Soup to Go*. This process expedites seating the patrons as they approach the *Seating Coordinator*.

The **Ticket Exchange** volunteer advises the patron that the Bowl Room Ticket will be collected by the *Bowl Room Ticket Taker* when they exit the Bowl Room.

The **Ticket Exchange** volunteer should also advise the patrons that if they are not dining in but want *Soup to go*, the Soup to go ticket that they are receiving can be presented at the *Soup to Go* Counter. When they receive their soup, the volunteer at the Soup to go table will collect that ticket.

There will be two shifts that coincide with the *Seating Coordinator*'s shifts.

The volunteer working the first shift should arrive, check in at the volunteer table and **be at their post by 10:00 am**. Please plan to have your lunch when your shift is over.

The second shift should arrive early enough to have their lunch prior to the beginning of their shift, check in at the volunteer table prior to your lunch and **be at their post by 12:30 pm**. This will allow time to partner with the person that you are scheduled to replace to become familiar with your duties.

There is no lifting involved in this 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.