



Volunteer Check-In

Volunteer Role

Overview

This document provides an overview of the Volunteer Check-in role, including expectations, skills required, and recommended training. Volunteer Check-in volunteers assist with welcoming and checking in all volunteers for the event.

Responsibility

- Verify volunteer name, role, and schedule.
- Collect consent forms and provide volunteer with materials (may include name badges, maps, t-shirts, etc., varies based on event).
- Introduce volunteer to person providing training and direct them where to report.

Training & Preparation

- Read this Guide document and get familiar with how events are run. It is helpful but not required to attend a local event prior to volunteering.
- Attend on-site training if provided or discuss process with the Event Partner.

On Event Day

Dress Code: Wear comfortable clothes that are appropriate for a school related event, closed toe shoes, and volunteer t-shirt (if provided).

Arrival: Volunteers arrive early for check-in! It is important to arrive at least 30 minutes before Volunteer Check-in begins to receive on-site training and supplies.

Location: Report to Event Partner or designated Volunteer Coordinator.

Supplies: Pen or pencil, highlighters, Volunteer Staffing list, blank Consent Forms, folder to collect signed Consent Forms, volunteer training materials, and optional volunteer packet with venue map and additional information, if provided.

Volunteer Check-in Process

- Obtain a volunteer staffing list from Event Partner (if applicable).
- Welcome volunteers. Confirm volunteer information using the Volunteer Staffing list, and verify name, role, and schedule. Update volunteer information as needed if using a computer/database.
- Collect signed Consent Forms if they have not already uploaded one to Robot Events.
- Provide volunteer with name badge and other materials, if provided.
- Introduce volunteer to the person they will be reporting to and/or the person providing their volunteer training (in some cases this could be you if requested by the Event Partner).

Experience Level



Skills Needed

- No experience required.
- Pay attention to detail.
- Communicate effectively.
- Comfortable using computer.

Physical Activity

