



# VOLUNTEER RULES & INFORMATION

## **ATTIRE**

Every volunteer will be given a black event t-shirt to wear. Please wear your shirt during your shift, and if you are unable to wear your event t-shirt, please wear a black shirt. Pants and shorts should be hole-free and clean, and must be worn pulled up. No skirts or short-shorts please. We recommend that you wear a visor or hat and use sunscreen.

## **SHOES**

For safety, and due to insurance regulations, each volunteer will need to wear close-toed shoes, such as tennis shoes. No flip-flops or sandals please.

## **CHECK – IN / CHECK-OUT**

Each volunteer and Team Leader must check-in and check-out at the Volunteer Check-In/Hospitality area located under the covered parking across from the Gazebo in Bicentennial Park.

## **APRONS & ID LANYARDS**

Once you check-in, you will be given an apron and ID lanyard to wear during your shift. After your shift, you will need to return the apron and lanyard and sign-out.

## **DRINKING**

Due to insurance guidelines and the new event policies, volunteers are prohibited from drinking alcoholic beverages during their shifts. If you have an apron and ID lanyard on, you may not consume alcoholic beverages. All event attendees purchasing alcoholic beverages must have their ID checked and must be given a baby blue wrist band.

## **SMOKING**

Smoking is prohibited in or around any hospital-run booth. If you have an apron and ID lanyard on, you may not smoke in front of the public. Please use your discretion and find an appropriate area to smoke.

## **FOOD & BEVERAGES**

Water, coffee, beverages and snacks will be available to all volunteers in the Volunteer Hospitality area each day. This year, inventory in each sales booth will be checked daily. This means that anyone working the food and beverage booths may not consume what they are selling, and may not provide anything free to any other volunteer.

Those volunteering full days/longer shifts will receive meal vouchers at the discretion of the Operations Manager and the Team Leaders. The vouchers may only be used for food at the 2 Events Unlimited booths in front of the BBQ at the corner of Bicentennial Park.

## **GOLF CARTS**

Carts will be used at the discretion of Craig Bailey and Wendy Kyser. No one under 18 may drive a cart. Anyone who has consumed any amount of alcohol may also not drive a cart.

## **PARKING**

Reserved volunteer parking is available. You will be given an orange parking pass to place in your vehicle window at the designated location.

## **TIPS**

Any tips collected at the event by any booth or person should be turned over to Wendy Kyser or Craig Bailey as a donation to the Foundation.

## **RADIOS**

Certain Team Leaders and staff will have radios. Be aware that people around those with radios can hear everything being said. Please use radio etiquette and be as brief as possible:

Wendy, "Wendy to Craig"

Craig, "Go for Craig"

Wendy, "I need assistance in the Gazebo please"

**We truly appreciate our volunteers, and the event wouldn't be possible without you. If you have any questions, please call Wendy Kyser at 702-293-0214. Thank you.**