

Volunteer Check-in Protocols Allentown 2026

MOM-n-PA

Shift times are:

Friday and Saturday All Day: 5:00 AM to 1:00 PM **It is extremely important to arrive at 5 AM because all other volunteers must be checked in by our department before they can proceed to their positions.**

Friday and Saturday Certificate Distribution 12:30 PM to 5:30 PM

Position 1: All Volunteers entering the facility will be scanned into our computerized attendance roster using two handheld scanners. The barcode can be scanned from a phone (must be bright) or paper. Scan the barcode once and confirm the computer says, "Volunteer Name" has been checked in for this event." If the barcode won't scan, you can manually enter the ID number found under the barcode into the computer. Tell "Volunteer Name" you have been scanned in to confirm the scanning was successful. Please do not scan the same person twice, the person will be scanned out of the event. If you can't scan someone in, have the volunteer see Dr. Himmelberger. The volunteers who are in the computer as registered will proceed to the appropriate position 2. Those who aren't pre-registered should be directed to Dr. Himmelberger.

Position 2: There will be three volunteer check-in positions for volunteers whose last names run from A-G, H-O and P-Z staffed by one check-in volunteer at each position. Registrants will receive their name badge insert (which is in alphabetical order) and name badge holder. If the volunteer is a department lead who requested a new shirt, they will have their lead position highlighted in **blue** on their name badge insert with style (W or M) and size on the back of the name badge insert. They should be given a **royal blue** lead collared shirt of the style and size listed on the **Lead Collared Shirt List**. Please cross their names off the list when you give a shirt. Leads also get a navy blue tee shirt. If the volunteer is an interpreter (there will be **pink** highlighting their name on their name badge insert), they must be given an **orange** or **pink** safety vest to wear over their tee shirt with the name badge attached to the vest. Each volunteer must be told that their name badge and tee shirt must always be worn. Other Check-in Volunteers will be behind the three check-in positions and will distribute a **navy blue** tee shirt to each volunteer who isn't a lead. There will be masks and gowns for the clinical volunteers at Central Supply. Registrants are done at volunteer check-in, and all must be directed to the General Orientation area in the Agri-Plex for mandatory orientation and breakfast or lunch. **All volunteers should be reminded that they must be scanned out when they leave for the day.** They don't need to check in for a Saturday unless they wish to receive a certificate of participation but should be reminded to bring their name badges and tee shirts along on Saturday. We may have a few extra shirts available on Saturday for those volunteers serving both days but there is no guarantee. If they are returning for Saturday,

they can arrive 30 minutes later than indicated on their registration forms. All volunteers must stop at Volunteer Check In to be scanned out when they leave. Ask if they want a Dental License CE Certificate, other Professional Certificate or a Participation Certificate and to recycle their name badge holders if they aren't returning.

Position 3: Two check in volunteers with Wi-Fi connected computers. If an arriving volunteer can't be found on the master attendance list with the handheld scanners, they must be referred here for on-site assistance. The check in volunteers can check the on-site registration, or selection of positions and time slots can be done online. If a volunteer is not found in the registration list, they can use one of the computers to register. If they are a dentist, hygienist, nurse or EFDA (expanded function dental assistant) Dr. Dishler must be notified so their license can be verified. Each volunteer must be told that their name badge and tee shirt must always be worn. The registrant will then be directed to volunteer orientation in the Agri-Plex for the mandatory orientation. They are done at registration. They don't need to sign in for a second day but should be reminded to bring their name badges and t-shirts along on Saturday. Ask all volunteers to stop at Volunteer Check In when they leave to be scanned out and to receive a CE Certificate or Certificate of Participation.

Certificate Distribution will be done as volunteers leave at the end of their volunteer time slot. As volunteers leave, they should be scanned out and asked if they want a Dental License CE Certificate, other Professional Certificate or a Participation Certificate and asked to recycle their name badges if they aren't returning the next day. Only one certificate per day is given to a volunteer. All information must be filled out by the volunteer distributing the certificate and signed by Dr. Himmelberger.

Dr. Linda Himmelberger, Chair of Volunteers

Dr. Ron Heier, Dental Chair

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