

Volunteer Registration Team

Check-in Protocol

MOM-n-PA

Volunteer Registration times are:

Thursday All Day: 8:00 AM to 2:00 PM

Friday and Saturday All Day: 5:00 AM to 12:30 PM

Friday and Saturday Certificate Distribution 1:30 PM to 5:30 PM

Position 1: All Volunteers entering the facility will be scanned into our computerized attendance roster using hand held scanners. The volunteers who are in the computer as registered will proceed to the appropriate position 2. Those who aren't pre-registered will proceed to position 3.

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), empty name badge holder and tee-shirt and must sign a volunteer waiver which is placed in the waiver box. If the volunteer is a department lead or chair, they will have a blue mark next to "MOM-n-PA" on their name badge insert and should be given a Lead colored shirt. If the volunteer is a translator (there will be orange highlighting on their name badge insert), they must be given an orange vest to wear over their t-shirt with the name badge attached to the vest. Each volunteer must be told that their name badge and tee-shirt must be worn at all times. The registrant will then be directed to hospitality for 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 tee-shirts along on Saturday. We will have some extra shirts for volunteering both days if they request one. If they are returning for Saturday, they can arrive 30 minutes later than indicated on their registration forms. Ask all volunteers to stop at Volunteer Check In when they leave for a Certificate and to recycle their name badge holder.

Position 3: Three check in volunteers with Wi-Fi connected computers. If an arriving volunteer can't be found on the master attendance list with the hand held scanners, they must be referred here for on-site registration or 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 should be allowed to use the computer to register and select an available position and time slot. All volunteers must sign a waiver which goes into the waiver box. On-site registrants will be given a hand written name badge insert, empty name badge holder and a tee-shirt. Each volunteer must be told that their name badge and tee-shirt must be worn at all times. The registrant will then be directed to

hospitality for 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 for a Certificate and to recycle their name badge holder.

Certificate Distribution will be done as volunteers leave at the end of their volunteer time slot. As volunteers leave, they should be asked if they want a certificate and also be asked to recycle their name badges if they aren't returning the next day.