

		<h2 style="margin: 0;">Volunteer Check-in Team</h2>	<h2 style="margin: 0;">0105</h2>
<p>Purpose: Orderly process for volunteer check in, credential issue, T-shirt issue, and deployment.</p>			
<p>Commitment Level</p> <p>Conference - 2 days Average per day - 8 hours</p>		<p>Responsibilities</p> <p>Pre-Conference During Conference</p>	
<p>Reports to:</p> <p>Volunteer Check-in Supervisor</p>		<p>Works closely with:</p> <p>Volunteer Manager Group Recruiting Coordinators Database Coordinator Data Entry Team</p>	

Responsibilities pre-conference:

1. Help recruit other volunteers.
2. Pray for the conference.
3. Familiarize yourself with the need for Volunteer Agreement Forms and the processing procedures for them.
4. Discuss Volunteer Check-in operations with the Volunteer Check-in Supervisor:
 - a. Check-in Area layout
 - b. Check-in list
 - c. Confirmation letter
 - d. Volunteer Agreement Form
 - e. Credentials/meals
 - f. T-shirts
 - g. Conference Teams
5. Familiarize yourself with general conference layout and conference information:
 - a. PK Retail Store locations and products
 - b. Exhibits area, Information Booth, Lost & Found
 - c. Parking, concessions, restrooms, phones, ATM's
 - d. Eating areas and times
 - e. Program schedule, gate opening times
 - f. Special Needs/ deaf/ entrance and seating area

Responsibilities during Conference:

- 1. Ensure Volunteer Agreement Forms are filled out clearly and accurately.**
2. Collect Volunteer Agreement Forms and provide volunteers with credential, meal designations and direct to T-shirt distribution if applicable.
3. Direct volunteers to their appropriate conference team location.
4. Keep ongoing list of walk up volunteer needs as directed by the Volunteer Team.
5. Maintain maps and information as described above.
6. Provide conference information and directions to volunteers and conferees.
7. Help keep area neat and tidy.
8. Assist with closure and clean up activities.