



PROTOCOL – VOLUNTEER REGISTRATION

Shift times are the following:

ALL VOLUNTEER TYPES

- Setup – one shift ONLY – 9:00 AM to 2:00 PM

ALL VOLUNTEER TYPES (with the exception of Patient Registration/Volunteer Registration/Patient Exit Interview/Pharmacist/Pharmacy Assistant-Student/Technician-Pharmacy/Community Tables)

- Day 1 and Day 2 – Morning shift – 5:30 to 11:30 AM
- Day 1 and Day 2 – Afternoon shift – 11:00 AM to 5:00 PM

PATIENT REGISTRATION ONLY

- Day 1 – Morning shift ONLY – 5:30 to 11:00 AM
- Day 2 – Morning shift ONLY – 5:30 to 11:00 AM

VOLUNTEER REGISTRATION ONLY

- Day 1 and Day 2 – Morning shift – 5:00 AM to 1:00 PM
- Day 1 and Day 2 – Afternoon shift – 12:00 to 5:00 PM

PATIENT EXIT INTERVIEW/PHARMACIST/PHARMACY ASSISTANT-STUDENT/TECHNICIAN-PHARMACY ONLY

- Day 1 and Day 2 – Morning shift – 7:00 AM to 12:00 PM
- Day 1 and Day 2 – Afternoon shift – 11:30 AM to 5:00 PM

COMMUNITY TABLES

- Day 1 and Day 2 – one shift ONLY – 6:00 AM to 3:00 PM

ALL VOLUNTEER TYPES

- Tear down – one shift ONLY – 3:00 to 8:00 PM
- All Volunteers entering the facility will be check in at Volunteer Registration. They will sign in and get a name badge, tshirt and wristband. There will be a volunteer at each of these stations as well as two behind each station to hand them tshirts. The tshirt size is listed next to the last name on the back of the name badge.
- Volunteer stations are designated by last name (A-G, H-O, P-Z).
- If the volunteer is a department lead or chair, they will have a mark on their name badge insert and should be given a black colored Lead shirt. Each volunteer must be told that their name badge, wristband and t-shirt must be worn at all times.
- If a volunteer has not pre-registered, there will be a laptop to do so. All volunteers must sign a waiver. On-site registrants will be given a hand written name badge insert, empty name badge holder, wristband and t-shirt. Each volunteer must be told that their name badge, wristband and tee-shirt must be worn at all times.



- Volunteers should be reminded to bring their name badges and tee-shirts if returning on Saturday. They need to stop at Volunteer Registration to get a new wristband on Saturday. We will have some extra shirts for volunteering both days if they request one.
- Ask all volunteers to stop at Volunteer Registration when they leave for a Volunteer Participation Certificate (if necessary), to recycle their name badge holder and whether they'd like to make a charitable donation.