



## **Guidelines for Volunteers at Fairs & Events**

You will be sent a reminder email or phone call the night before the day of your shift stating WHEN you are due at the site, length of shift, and any special features for that particular event plus the Volunteer Coordinator's email AND cell phone.

If there is any problem with either the time of your shift or the possibility that you cannot make your shift, contact the Volunteer Coordinator immediately either when you get your reminder email or by cell. If you can't make it let us know with as much LEAD time as you can spare to get a suitable replacement.

Before your shift: use the restroom and eat if you need to. And don't forget water!

Please arrive at least 5 minutes before your scheduled shift

Wear your SCBA t-shirt, (your hat too!) or use the provided name badge

Sign the Volunteer check-in at the table—Ask if there is anything you are required to do within your shift? The previous person you are relieving should be able to brief you. Ask if you are required to stock the table with club-approved bee clothing (Tee-shirts, Hats), honey sticks, Flyers, etc. Also make sure you have the correct prices for all items on the table. Did you count the cash at the beginning and end of your shift?

Stay until the next volunteer can relieve you.

Volunteers assigned to set-up and/or Volunteer Coordinator should be responsible for bringing the "supply box" and setting up the table; the last volunteer of the day should take off the table items and give to Volunteer Coordinator for the next day.

Contents of the "supply box"

- cash box with \$50 in petty cash

- tape: duct and scotch

- bungee cords and twine

- Club banners and sandwich board

- Bee photos

- extra applications for SCBA membership

- things we sell: Honey sticks, honey candies, bumper stickers, t-shirts, hats

- small business cards with our website on them

If anything is missing from the Supply Box, contact the Volunteer Coordinator immediately.

Have fun! Don't worry if you do not know answers to questions. Be honest...say you don't know and ask one of the other volunteers or direct them to our website

Don't leave the table unattended for ANY reason.

At the end of the day... leave the \$50 petty cash in the box for the next day but take out the rest, count it, record the count on the supplied sheet, rubber band the cash and give it to the volunteer coordinator.

Thank you for Volunteering!! As the old saying goes, "many hands make light work." We appreciate all you do for the SCBA!

## **Chairperson Responsibilities**

Contact person in charge of Vendor Passes and Parking Passes. Coordinate amount of passes needed.

Insurance Rider: this must be done either through the treasurer or Chairperson Here is the info:

Insurance phone number: 707-794-9950

Talk to Ron Soper, agent or Sandy secretary

Ask for insurance rider for that fair: include name of Fair, location, and dates

Send a copy to the SCBA address and also a copy to the Fair manager.

Check on tables, tablecloths, chairs

Call or email volunteers to remind them of dates and time for their shift

Name badges

Volunteer list with phone numbers

Cash count sheet

Count money at the end of day and coordinate money pick up with Treasurer

Count the merchandise at the beginning of the Fair and at the end of each day. Make sure the merchandise sales sheets reflect the number of items sold at the end of each day.