

## Overview

This document provides an overview of the Volunteer Check-in volunteer role, including expectations, skills required, and recommended training. Volunteers for this role assist with welcoming and checking in all volunteers for the event.

## Responsibility

- Verify volunteer name, role, and schedule.
- Collect consent forms and provide volunteer with materials (may include name badges, maps, t-shirts, etc. – varies based on event).
- Introduce volunteer to person providing training and direct them where to report.

## Training & Preparation

- Read this Guide document and get familiar with how events are run. It is helpful to attend a local event prior to volunteering if you are able, but not required.
- Review all online training materials, which may include Guide documents (like this one), examples, or training videos. On the [Volunteer Resources page](#) select the **VEX IQ Challenge** tab and click on **Volunteer Check-in** to reveal available training resources.
- Attend on-site training if provided or discuss process with the Event Partner.

## On Event Day

**Dress Code:** Wear comfortable clothes that are appropriate for a school related event, closed toe shoes, and volunteer t-shirt (if provided).



**Arrival: Volunteers arrive early for check-in!** It is important to arrive at least 30 minutes before Volunteer Check-in begins to receive on-site training and supplies.

**Location:** Report to Event Partner or designated Volunteer Coordinator.

**Supplies:** Pen or pencil, highlighters, Volunteer Staffing list, blank Consent Forms, folder to collect signed Consent Forms, volunteer training materials, and optional volunteer packet with venue map and additional information, if provided.

## Volunteer Check-in Process

- Welcome volunteers. Confirm volunteer information using the Volunteer Staffing list, and verify name, role, and schedule. Update volunteer information as needed if using a computer/database.
- Collect signed Consent Forms.
- Provide volunteer with name badge and other materials, if provided.
- Introduce volunteer to the person they will be reporting to, and also the person providing their volunteer training (in some cases this may be you if requested by the Event Partner).

Experience Level
<p><b>BEGINNER</b></p> 
Skills Needed
<ul style="list-style-type: none"> <li>• No experience required.</li> <li>• Pay attention to detail.</li> <li>• Communicate effectively.</li> <li>• Comfortable using computer.</li> </ul>
Physical Activity
<p><b>MIX OF SITTING &amp; WALKING</b></p>  <p><b>MODERATE PHYSICAL ACTIVITY LEVEL</b></p>

## Example of Volunteer Staffing List

Obtain this document from the Event Partner.

<b>VEX Robotics Competition Volunteer Staffing - Mont Vernon Qualifier, Jan 24, 2016, WHS</b>			
<b>Volunteer Position</b>	<b>Time</b>	<b>Volunteer Name</b>	<b>Confirmed</b>
EVENT PARTNER	7:00AM - 6:00PM	George Washington	Yes
VOLUNTEER COORDINATOR	7:00AM - 6:00PM	Martha Washington	Yes
Volunteer Coordinator Assistant	7:00AM - Noon	Ben Franklin	No
Volunteer Food Assistant	7:00AM - 4:00PM	Deborah Franklin	No
Team Check-In	7:30AM - 10:00AM	Thomas Jefferson	Yes
Welcome/Information Table	7:30AM - 6:00PM	Martha Jefferson	Yes
Pit Manager	7:00AM - 6:00PM	James Madison	Yes
Chief Inspector	7:30AM - 11:00AM	Dolly Madison	Yes
Inspector	7:30AM - 11:00AM	John Adams	Yes
Inspector	7:30AM - 11:00AM	Samuel Adams	Yes