



# Team Check-in

Volunteer Role

## Overview

This document provides an overview of the Team Check-in volunteer role, including expectations, skills required, and recommended training. Team Check-in volunteers assist with welcoming and checking in all teams, collecting documents, and answering basic questions.

## Responsibility

- Welcome teams as they arrive at the event.
- Verify each team's information and adult team contact person.
- Collect Engineering notebooks, Consent Forms, event registration fees and/or other information or documents (confirm with Event Partner).
- It is extremely important to provide an accurate list of teams that have checked in to the Event Partner before the Match Schedule is generated.

## Training & Preparation

- Read this Guide document and get familiar with how events are run. It is helpful but not required to attend a local event prior to volunteering.
- 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:** Sign in at Volunteer Check-in, then report to designated Volunteer Coordinator or Event Partner.

**Location: Teams arrive early!** Report to your assigned table up front. It is important to arrive at least 30 minutes before Team Check-in begins to receive on-site training and supplies.

**Supplies:** Pen or pencil, highlighters, **Team List** (obtain this from the Event Partner), blank Consent Forms, folder to collect signed forms, cash box if accepting team registration payments, container to collect Engineering Notebooks, and team event information (agenda, map, inspection forms, etc. may be included in envelopes or packets).

### Experience Level



### Skills Needed

- No experience required.
- Pay attention to detail.
- Communicate effectively.
- Comfortable using computer.

### Physical Activity

