

Volunteer Check-in Instructions

1. Introduce yourself and welcome volunteers.
2. If you don't know them, ask their name. Names are arranged alphabetically by first name on the check-in sheet.
3. Check off that they have arrived & that they have received an "Ask Me" sticker, a lanyard and a blank nametag. Ask them to clearly print their first name only on the nametag and to put the sticker and nametag on just before their shift starts. They should remove both at the end of their shift.

*Highlighted names (volunteers working after dark) should also get a glow necklace and sign out red flashlight. Tell them to return both the red flashlight and glowstick to the check-in desk at the end of their shift.
4. If requested, share the location of their assignment. You will have a master sheet of where all the volunteers are located, their assignment and the time they are working.
5. If they need a Dark Sky T-shirt, give it to them and check it off the T-shirt list. If they need a different size, ask the volunteer at the table to help you swap the shirt at the Merchandise Sales booth.
6. Give them a bottle of water and a snack.