



## VOLUNTEER CHECK-IN

### General Guidelines

- Setup three stations on Thursday: Volunteer Check in, T-shirts, Onsite Registration
- Volunteer Check-in will be done all three days (Thursday, Friday, and Saturday) of the clinic to ensure that we have an accurate count of all volunteers who attended the event.
  - Thursday – Volunteer Lead (or representative) should arrive by 9:00am and be ready to work by 9:30am to check in Setup Volunteers.
  - Friday and Saturday – Volunteers should arrive by 4:15 am or 11:30 am and be ready to work by 4:45 am or 12:00 pm for shift 1 and 2 respectively.
- A brief training/orientation for the first ½ hour of each shift will be provided by the Lead.
- After a volunteer has finished working the event, collect the used badges.
- During the afternoon when things are slow, clean the dirty badges with sanitizing wipes and place sleeves in the clean badge box. Discard the paper badge.
- **Check-in volunteers need to make sure no one without a NM MOM name tag is allowed to enter the building. If no badge, send them to on-site registration.**

### Pre-Registered Volunteer Check-In: (Thursday, Friday, and Saturday)

- For each Pre-registered volunteer:
  - Give volunteer their badge (alphabetical by last name) and direct the volunteer to the t-shirt station.
- If a volunteer does not have a pre-printed badge, send them to **On-Site Registration**.
- **Remind volunteers to keep their badges and bring them with them each day they volunteer. They may not enter the building at any time without a badge. If they lose their badge, they will have to go to On-Site Registration to get a new badge.**

### T-Shirts:

- T-shirts will be pre-folded by color and size on Thursday. Volunteer Badge list Volunteer type.
- **T-shirt colors:**
  - Dentist, Physicians, Pharmacist, PA, Nurse Practitioners – black
  - Hygienist, Nurse – Sapphire Blue
  - Dental Assistant – Cardinal Red
  - Everyone else – White
- For each volunteer:
  - Determine shirt color and size for each volunteer. (Volunteer type is listed on front of badge)
  - Give the volunteer their t-shirt, and a lapel pin.
  - Direct the volunteers to go to their department and check-in with their lead. (On the back of each pre-registered badge is the volunteer's job and schedule.)

## On-Site Registration: (Thursday, Friday, and Saturday)

- Volunteers who do not have a pre-printed badge need to go to on-site registration.
- For each on-site volunteer:
  - A waiver must be completed and signed by the volunteer.
  - Complete the “On-Site Registration” Form.
  - Print a badge.
  - Direct volunteer to the T-shirt station.
  - File the waivers by the following job types: Dentist, Hygienist, Physicians, Pharmacists, Physician Assistants, Nurse Practitioners, Nurses, and all other volunteers.
- Job assignment:
  - Dentist, hygienist or dental assistant, physicians, nurses: please send them to the Information Desk for instructions on a job assignment.
  - General volunteer: they will be helping as a Patient Escort. If they speak Spanish, make them a Translator Escort. Send volunteers to Escort area near the escort sign.
  - If you do not know where to send a volunteer, send them to the Information Desk.

## **CE Certificates** (Friday, Saturday)

- Dentist, Hygienist and Dental Assistants may want CE (continuing education) credits for the event.
- Have the volunteer complete the survey, return it to you, and then hand them a certificate.
- **You must have a survey to handout a certificate – no exceptions.**
- Surveys and certificates are available behind the volunteer check-in tables.

## **No-Show Badge Count** (Saturday)

- Pull all badges that have not been picked up. These are the “no-show” volunteers.
- Remove the badges from the plastic and place sleeve in the clean badge box.
- Secure “no-show” badges with a rubber band and take to the information desk.
- Separate the On-Site waivers into 8 groups: Dentist, Hygienist, Physician, Pharmacist, Physician Assistant, Nurse Practitioner, Nurse, and Other (all other volunteers).
- Count the number of waivers for each group.
- Take the On-Site waiver **counts** to the information desk. Leave actual waivers in file box.

😊 **PLEASE BE FLEXIBLE and THANK YOU for participating** 😊