



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)

- All volunteers must complete a COVID screening form before entering the clinic. **If a volunteer answered yes to any of the COVID screening questions, contact the Dental Services Chair for further evaluation before that person enters the clinic.**
- 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.
- **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.
 - Give the volunteer their t-shirt, a lapel pin, and a bag.

- 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.
- All volunteers must complete a COVID screening form before entering the clinic. If a volunteer answered yes to any of the COVID screening questions, contact the Dental Services Chair for further evaluation before that person enters the clinic.
- 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 information desk.
 - 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** 