

## **Black Swamp Arts Festival Volunteer Guidelines**

Black Swamp Arts Festival is looking to get more citizens involved with volunteering. Volunteering for events can be an enjoyable experience. All volunteers must be at least 12 years old. Please take the time to read the following guidelines. We hope the information contained here provides you with the details you need to be a part of our team and to be an effective volunteer.

### **Check-in:**

1. All volunteers must register and check-in at the Command Center at each event. If you have not filled out a Volunteer Information form you will need to do so before you begin your assignment.
2. Receive your name badge.
3. Report to your assignment.

All volunteers are asked to work at least two (2) hours. If you do not have an assignment you will be given one on a first-come, first-served basis.

### **Checkout:**

Report back to the Command Center when you've completed your assignment. If you need community service credit for your school or organization, please bring a form or letter with you that the staff can quickly and easily sign. Otherwise, you will have to contact us after the event for credit.

### **Conduct and Expectations:**

1. Volunteers under the age of 16 must have a permission form from a parent or guardian to volunteer for our events. If you appear under age, you may be asked for identification.
2. Maintain poise and professionalism at all times. You are representing the Black Swamp Arts Festival and many visitors are counting on you for assistance. Please pick-up trash in your area to keep the area clean.
3. Arrive at the event in neat, clean, comfortable clothing and shoes. Inclement weather changes do occur so please bring extra clothing. Extra clothing may be stored in the Command Center.
4. Volunteers must not consume alcoholic beverages during their assignments. When you complete your assignment, please remove your volunteer name badge so that you may enjoy the event as a member of the public.
5. Volunteers are to refer issues needing special attention to Event Supervisors or the Police; please do not try to intervene in any conflict situations. We have staff trained and prepared for such situations.
6. If you find your assignment is not working out, please inform your Supervisor. We will try to reassign you to an area better suited for your skills and interests.
7. Volunteers working with Talent or Entertainers are not to solicit autographs or offer information about personal endeavors.
8. Please be very patient and understanding when dealing with Supervisors of the event. Many are under a lot of pressure during the event.

9. Finally! ENJOY YOURSELF! We all know festivals are fun and even better when you're a part of making it happen.