

## **On-Site Registration Set-up Recommendations**

1. Create a diagram showing the flow of traffic and locations of stations and volunteers
2. Volunteer Training
  - a. Provide volunteers with training material at least 1 day in advance.
  - b. Initial Opening Volunteers – 45 minutes before the initial opening to complete registration and get comfortable with the process and system. 60 minutes for volunteer who have not reviewed the training material.
  - c. Mid-session Shift Volunteers – 30 minutes before the start of their shift to complete registration and see how things are done.
3. Entrance
  - a. Bouquet of helium balloons at the entrance.
  - b. Sign that clearly marks your entrance or starting spot.
4. Greeters

4-6 adult volunteers each with the following:

  - iPad with Wi-Fi access to the Internet.
  - Post-it note and pen (optional).
  - Positive, happy attitude and big smile!
5. Stations
  - a. Clearly name each individual station. Letters and numbers also help. Example: “Station #1: Education Fund”
  - b. Use different colored helium balloon for each station so that volunteers can easily point out the location of a station to a parent.
  - c. 2-4 Organization Station Specialist volunteers each with the following:
    - iPad with Wi-Fi access to the Internet
    - Credit card swipe (i.e. Square, PayPal Here)
    - Cash receipt
  - d. Cash box for checks and cash.
  - e. Boxes to collect forms (if any).
6. Computer Stations/Room
  - a. 6+ computers with Internet connectivity and print capability.
  - b. 2+ volunteers.