



VOLUNTEER CHECK-IN

Process: (Pre-registered volunteers)

- 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.
- 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.
- For each volunteer:
 - Find their name on the **Volunteer Registration/Emergency Contact** list (alphabetical by last name).
 - Check off each volunteer on the list (check box)
 - Give them their volunteer badge, a Tee shirt (see below for tee shirt color) and any other donated item,
- If a volunteer is not on the list of registered volunteers or 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.**
- **Volunteer badges:** There will be 15 badge boxes lined up at tables each identifying the letter(s) of the alphabet included in each bin. Volunteer badges will be alphabetical by last name.
- On the back of each badge is the volunteer's job and schedule. Maps will be available so please hand them out. Volunteers can also go to the Information Desk outside the clinic area for directions.
- Each Volunteer should receive a badge and, if available, a volunteer bag, a lapel pin, a volunteer certificate, and a t-shirt.
- T-shirts will be pre-folded by color and size. This is done on Thursday.
- **T-shirt colors:** To determine t-shirt color for volunteers, look at the volunteer type on the badge.
 - Dentist, Physicians, Pharmacist, PA, Nurse Practitioners – black
 - Hygienist, Nurse – Sapphire Blue
 - Dental Assistant – Cardinal Red
 - Everyone else – White
- **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.**

Please expect to check in a volunteer every 2 to 3 minutes per volunteer.

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

On-Site Registration

On-Site Registration Process (Thursday, Friday, and Saturday)

- Volunteers who are not on the list of registered volunteers or do not have a volunteer 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.
 - Give the volunteer a certificate and t-shirt (see page 1 for tee shirt color).
- 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 with Patient Escort.
 - If you do not know where to send a volunteer, send them to the information desk down the hall.
- **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.**

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 hand them a certificate.
- **You must have a survey to handout a certificate, no exceptions.**
- Surveys and certificates available behind the volunteer check in tables.