



VOLUNTEER LOUNGE POLICY

Purpose: To provide general information regarding the purpose, services and procedures at the Volunteer Lounge.

VOLUNTEER LOUNGE POLICY:

- Only Element 11 volunteers are allowed in the Lounge.
- While in the Lounge, volunteers are required to adhere to the Volunteer Release, Agreement, and Policy.
- Volunteers must wear their laminate to utilize the services of the Lounge. All laminates must have the volunteer's name on the laminate.

VOLUNTEER LOUNGE SERVICES OVERVIEW:

- Provide a safe, comfortable place for volunteers to sign in/out of shifts and to socialize with fellow volunteers.
- Provide a place for volunteers to gather information and be directed to where they are needed.
- Recruit more volunteers during the festival as new positions open or shifts need filled.
- Provide breakfast, dinner and snacks to active volunteers.
- Keep the Mobile Angels Unit (MAU) well stocked to provide food and hydration to all volunteers currently on shift.
- Help Lead volunteers obtain their Food Handlers Permit prior to E11.

VOLUNTEER LOUNGE RESPONSIBILITIES:

- Volunteers are required to sign in and out of shifts at the Volunteer Lounge.
- Volunteers are responsible for making sure their hours get recorded to qualify for future recognition.
- Lead volunteers obtain their Food Handlers Permit as per Box Elder County website requirements to work shifts in the kitchen.
- Volunteers must adhere to all Box Elder County health department standards and regulations.
- Day Leads are responsible for making sure their volunteers know what their responsibilities include.
- The MAU is to be stored and restocked at the Lounge when appropriate.

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