

Some of the things that volunteers do in the Info Booth include:

One person is needed to sign in volunteers and go over how we need to keep track of hours for insurance purposes. Please ask volunteers to return to sign out **ONLY** if they have worked shorter or longer than 30 minutes of what they were initially scheduled to work. Please give a "Job Action Sheet" to volunteers selling Raffle tickets, doing Trash, parking or photography. Sent "Music volunteers" over to the stage and have them ask for "Ben".

Students who need individual volunteer hours for school must return **AFTER** their shift and a Board member will sign their form. Board members will be wearing red vests and a WFFF baseball cap. I plan to be around the Info Booth for most of the Festival, so I will likely sign most of the forms.

There may be some people who show up as "spontaneous volunteers"; meaning people who didn't sign up but want to volunteer. Sign them in, let them know we likely cannot give them a tee shirt until we know if we have any left over, and direct them to a Board member for an assignment. If I am not around, send them into the Bank and ask for Ginger if you don't see other Board members.

One person will need to go with the volunteer(s) to the bank where the volunteer tee shirts are given. We give out one tee shirt per volunteer, no matter how many days someone has signed up to work. A master list of all the volunteers will be available, so you can double check that this is someone's "first" tee shirt.

Info Booth volunteers also hand out brochures to Festival attendees and answer questions (often the answers are in the brochure-just be polite and tell them the parade starts at 1, etc. Or they may ask for directions to some event).

Volunteers may also be asked (if comfortable in doing so) to make announcements over the loudspeaker.

The Info Booth is also a random spot for volunteer tasks that arise; we ask that you try to be flexible.

**Lost and Found** is at the Info Booth. If the item appears to be valuable, make a general announcement: "There has been a piece of jewelry turned in to the Info Booth. If you have lost something and can correctly identify it at the Info Booth it will be returned to you". Licenses, credit cards, or anything with the person's name can be announced as "Linda Smith, please come to the Info Booth". Items that are not claimed within an hour are then brought to the bank for the rest of the Festival and eventually make it to the police station post Festival.

**The First Aid station** is located just up Kearsarge Mountain Road, behind the Info Booth and in the Masonic Hall.