



Team Leader Guidelines and Responsibilities

You have chosen to take a deeply committed stand in serving our veterans. This will require you to be registered with event management and have a working relationship with them. Team leaders attend, as required, weekly planning meetings.

When serving in this capacity, you have assumed a vital role and thus, are viewed by volunteers and guests as a public display of the general conduct for the event. If you have concerns about assuming this role, please speak with the Event Managers about leading with admirable conduct. Our continued success is built upon the integrity that you display while you are leading your fellow volunteers.

The level of care and commitment we give is the result of a unified effort by all volunteers to be humble, helpful, invisible custodians of the veteran guests and their families. Please remember this context as a helpful reminder that as you are of service, the service you provide is about whom you are serving and not about you personally.

Event Guidelines

- Attendance at weekly planning meetings, as required.
- Notify event management when you arrive on-site.
- Please follow any posted guidelines.
- Any injuries must be reported to event management immediately.
- Smoking is only allowed in designated areas.
- Lost and found is located in the welcome tent.

Team Leader Responsibilities

Before the event

- Identify your team goals and duties.
- Contact the volunteers on your team as soon as they register.
- Provide motivation and support to the volunteers on your team. Stay in regular contact with them via phone and email.

At the event

- Volunteers must check-in and out with you before and after completion of a task.
- If you are working with 12-16 year olds, never engage with them if you feel there is a problem. Locate their parent or event management.
- Please take your breaks and eat meals in the Volunteer Support area.
- Do not get meals from the main service line. You are encouraged to mingle with our vets, but please do not eat with them.

I have read and understand these Guidelines and Responsibilities _____

VOLUNTEER SIGNATURE

PLEASE CLEARLY PRINT YOUR NAME _____ DATE: _____



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