



REGULAR CHECK IN TASK DESCRIPTION

LOCATIONS + ASSIGNMENT TIMES:

Thursday, June 13

**Thomas Point Campground– Brunswick
2:30pm - 8:00pm**

It is critical that you arrive in the check in room and are at your post before the doors open at 3:00 pm. Trekkers will be waiting to complete their check in process at this time and we want the volunteers and staff to be ready to go! If you will be arriving later for any reason, please make arrangements with Emily Lewis prior to Trek weekend: emily.lewis@lung.org

ASSIGNMENT DETAILS:

- Receive, calculate, and verify monies turned in by Trekkers during check-in process.
- Verify that all Trekkers have at least \$550 total pledges in their account prior to signing & initialing their check-in envelope.
- Verify that required paperwork has been completed and turned in by each Trekker.
- Pass out veteran awards, t-shirts, incentives, and Trekker packet to each individual at check in.

Volunteers will be assigned to specific tasks and duties as listed above. You will receive this assignment prior to Trek weekend.

ADDITIONAL NOTES:

1. Check in at the Volunteer Booth upon arrival at Thomas Point Beach & Campground to receive your volunteer materials: t-shirt and name badge.
2. Report to check-in room to begin work promptly at 3:00pm.
3. Have fun!!

***Special Note:** Please be prepared to work the entire volunteer shift, unless otherwise noted by Volunteer Manager. Unfortunately, we have had issues in the past with late arrivals and early departures of volunteers, which makes the job much more difficult and stressful for the volunteers who are in attendance.