

# FMCA

*Your RVing Family*

June 14, 2022

Dear Lincoln Coffee Hour Volunteers:

Thank you for assisting your association at FMCA's 105<sup>th</sup> International Convention presented by Blue Ox. Enclosed is your volunteer identification card. Please display it on the inside of your motorhome windshield on the driver's side without obstructing the driver's view. **Display the identification card and the date of entry credential you received with your confirmation materials.**

Coffee Hour volunteers can enter the grounds on Monday, August 22, between 8:00 a.m. and 4:00 p.m. Please follow the directions included in your confirmation packet. If you wish to park next to your friends who are also volunteering, please arrive together. For transportation reasons, Coffee Hour Volunteers are parked together in an area closest to the Coffee Service area. It is not mandatory that you park at this location, as long as you have your own transportation.

There will be a meeting of all Coffee Hour volunteers at 9:00 a.m. on Tuesday, August 23, in **Lancaster Room, Seminar 8**. You will receive your volunteer ribbon, pin, and hat at the meeting. Guidelines to assist you in performing your duties are on the opposite side of this letter.

Volunteers are needed at the Coffee Hour Area located in the FMCA Town Center at 6:45 a.m. on Thursday, Friday, and Saturday, August 25, 26, and 27. Volunteers will serve doughnuts, coffee, and hot chocolate; help with paper products; direct members to serving tables and assist disabled members. Your captain will assign you to your work area.

There will be a volunteer appreciation at evening entertainment on Friday, August 26. Please wear your hat or visor to evening entertainment.

Thank you for your participation. We are looking forward to working with you in Lincoln.

Sincerely,

Barbara Feiler  
Events Manager

Enc: Volunteer credential, Guidelines

cc: Convention File; Doug Uhlenbrock, Director of Events; Julia Chesnut, Volunteer Coordinator

## **GUIDELINES FOR COFFEE HOUR VOLUNTEERS**

### **FMCA'S 105<sup>th</sup> International Convention presented by Blue Ox Lincoln, Nebraska**

Thank you very much for donating your time and energy to assist with the Coffee Hour at the Lincoln International Convention.

The duties of the Coffee Hour volunteers are to serve coffee, hot chocolate, and doughnuts to families each morning during the event. Coffee Hour volunteers are not expected to make the coffee and hot chocolate for the members. The Coffee Hour is in the FMCA Town Center area, Pavilion 4.

#### **VOLUNTEER RESPONSIBILITIES:**

- ❖ On the first official day of the convention, report to the Coffee Hour location at 6:45 a.m. to prepare for the serving of coffee and doughnuts.
- ❖ Set-up volunteers will organize tables for serving the coffee, hot chocolate, and doughnuts. Tables should be arranged to serve doughnuts, hot chocolate, and coffee efficiently. A separate station should be established away from the serving areas for creamer, sugar, and stirrers.
- ❖ Set-up volunteers should also establish a station accessible with coffee and doughnuts for disabled members.
- ❖ Each morning, before serving coffee and doughnuts, the set-up volunteers should make sure the serving tables are clean. Disinfectant wipes and paper towels are available for cleaning tables.
- ❖ Runners will be responsible for transporting the doughnuts from the bakery truck or storage area to the serving tables. Additional set-up crew members should patrol the Coffee Hour area and pick up cups, napkins, newspapers, and straighten chairs.
- ❖ Clean-up volunteers should monitor the area and dispose of any cups, napkins, newspapers, or empty doughnut boxes. Trashcan liners are available in the storage area for to dispose of trash during coffee hour. The facility is charged with the responsibility of disposing of waste around the Coffee Hour area; however, volunteers are needed to keep the area tidy and replace trash can liners as needed during Coffee Hour (8:00 a.m. to 9:00 a.m.).
- ❖ All volunteers are asked to help provide a safe environment for convention attendees by immediately reporting any unsafe conditions to the FMCA Safety Team, FMCA Security, Executive Board members, or national office staff.

Coffee Hour Captain: **Ken Roed, F478042**  
**dkroed@gmail.com**  
**(701) 263-5000**

**THANKS . . . AND HAVE FUN!**