

FMCA

Your RVing Family

February 7, 2024

Dear Tucson Coffee Hour Volunteers:

Thank you for assisting your association at FMCA's 108th International Convention. Your volunteer identification card will be in your confirmation packet. **Display the identification card and the date of entry credential you receive** inside your RV windshield or towing vehicle on the driver's side without obstructing the driver's view.

Coffee Hour volunteers can enter the grounds on Monday, March 18, 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 come together. For transportation reasons, Coffee Hour Volunteers are parked together in an area closest to the Coffee Service area. You don't need to park at this location if you have personal transportation.

All Coffee Hour volunteers will **meet at 11:30 a.m. on Tuesday, March 19, in Hall of Champions, Seminar 11**. At the meeting, you will receive your volunteer ribbon, pin, and hat. Guidelines to assist you in performing your duties are included.

Volunteers are needed at the Coffee Hour Area in the FMCA Town Center (Tent) at 7:00 a.m. (times may vary) on Thursday, Friday, and Saturday, March 21, 22, and 23. 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.

A volunteer appreciation will be at evening entertainment on Thursday, March 21. Please wear your hat or visor for evening entertainment.

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

Sincerely,

Barbara Feiler
Events Manager

cc: Convention File; Doug Uhlenbrock, Director of Events; Rita Moore, Volunteer Coordinator

GUIDELINES FOR COFFEE HOUR VOLUNTEERS

FMCA'S 108th International Convention in Tucson, Arizona

Thank you very much for donating your time and energy to assist with the Coffee Hour at the Tucson 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 (Tent).

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 stirers.
- ❖ Set-up volunteers should also establish a station accessible with coffee and doughnuts for disabled members.
- ❖ Each morning, the set-up volunteers clean serving tables before placing the coffee and doughnuts. Disinfectant wipes and paper towels are available for cleaning tables.
- ❖ Runners will transport the doughnuts from the bakery truck or storage area to the serving tables. Additional set-up crew members should patrol the Coffee Hour area, pick up cups, napkins, and newspapers, and straighten the chairs.
- ❖ Clean-up volunteers should monitor the area and dispose of cups, napkins, newspapers, or empty doughnut boxes. Trashcan liners are available in the storage area to dispose of trash during coffee hour. The facility is responsible for disposing of waste bags around the Coffee Hour area; however, volunteers are needed to keep the area tidy and replace trash can liners 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:

DAVID FISHER, F539983

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Thank you again for volunteering!