



## Guidelines for Volunteering for a SACS Event

- Sign up for the event(s) of your choice at the monthly meetings using the carbon-less form provided.
  1. Please make sure your writing is neat and readable so the SACS chairperson will be able to contact you to confirm your participation and share further details about the event.
  2. Place the white (original) into the corresponding sack at the back of the room and keep the yellow (duplicate) for your records.
  3. You may also choose to sign up for an event online, but meeting attendees have first chance.
- If you have not heard from the SACS chairperson within one week:
  1. Check the website to obtain the SACS chairperson's name and e-mail address so you may ask for confirmation and details.
  2. If no chairperson is listed, contact the SACS webmaster ([sacswebmaster@gmail.com](mailto:sacswebmaster@gmail.com)).
- If you find you can't attend an event you volunteered for, inform the SACS chairperson as soon as possible so a replacement may be found.
- Please follow the SACS chairperson's directions regarding dress requirements, parking suggestions, and food guidelines – these are the expectations from the event's hosting organization.
- On the day of the event,
  1. Please arrive in a timely manner.
  2. Report to the SACS event chair and sign the event report form. The form is used to calculate volunteer hours for the year – both for individuals as well as SACS total hours.
  3. Follow the directions of the organization's staff regarding tasks and duties.
  4. In the unlikely event you encounter an uncomfortable situation, please consult with the SACS chairperson.
  5. If or when released from your duties by the organization's staff, please notify the SACS chairperson before leaving the event. Otherwise, wait for the SACS chairperson to release you.
  6. Remember you are representing SACS when you volunteer at events on our calendar. SACS reputation and ability to be asked to help at future events depends on the quality of service we provide to hosting organizations.

### **Above all – have fun!**

Fun is contagious and spreads to event attendees,  
which helps make the event a success for the hosting organization.

## **Thanks for volunteering!**