

## GUIDE LINES FOR HOST CHAPTERS

### PARKING-Volunteers (if you would like to join, please give your name to the Wagonmaster or the State Director)

1. Two couples from the volunteer parking committee arrive on **Sunday** to help State Wagonmaster and his staff lay out parking area and checks in staff members.
2. Monday they will continue laying out parking.
3. **Remainder of parking committee arrives Tuesday morning ready to work at 12 noon.**
4. State Wagon master will assign parking committee duties for Tuesday-Saturday—four hour shifts.

### REGISTRATION

1. **Chapter will arrive in time to work registration table on Wednesday afternoon.**
2. Chapter president (4 or 5 people per shift) will make work assignments.

### HOSPITALITY

1. **Three units in by noon on Wednesday ready to work.**
2. **The rest of the chapter in Wednesday afternoon.**
3. Building will be open daily.
4. Workers will keep area clean, make sure drinks are always available, and serve donuts.
5. Asst. State Director in charge of Hospitality may assign other duties.
6. Chapter president will make Work schedule.

### MISCELLANEOUS

1. Will assist with Samgo (6-9 people to sell cards and call back winning numbers) and with other games as needed.
2. Clean buildings after each event—entertainment, ice cream social etc.
3. Serve as ushers at church service on Sunday—pass out bulletins—take up offering.
4. Periodically check restrooms to make sure they are clean and paper supplies are available. If not, report to Asst. State Director in charge of Miscellaneous.

### SECURITY I

1. **Workers in on Wednesday by 2 p.m.** for night security—7 p.m. to 7 a.m.
2. Chapter president will make work assignments.

### SECURITY II

1. Crowd Control **workers to arrive on Thursday.**
2. Will assist at meals & ice cream social in the summer. Assist in setting up Flea Market.

### SECURITY III

1. **Workers to arrive on Wednesday for the State and Thursday** for the spring & fall. They are to supervise setting up chairs 2 hours prior to evening entertainment (6 people each night)

### DOOR PRIZES

1. Responsible for issuing door prizes to all attending with valid ticket. (4 people – good job for small chapter)

In order to receive the correct comp day for volunteering, Chapter Presidents must send a list of workers to the State Director two weeks before the Samboree Date.

**If a chapter does not volunteer as a host chapter, individual volunteers from chapter and at large will be selected by the State Director. Anyone can sign up by notifying the state director upon arrival at the Samboree.**