



# VOLUNTEER GUIDE

## WHAT TO WEAR?

Please wear your volunteer T Shirt. If you do not have a shirt yet, feel free to wear anything black!

## I CAN'T WORK WHEN I'M SCHEDULED!

No problem! Just decline so we can find you a replacement ASAP. In the future remember to block out the dates you cannot work on planning center so this doesn't happen.

## WHAT TIME DO I SHOW UP? (8:30)

Please arrive at 8AM in the hospitality lobby!

## LAST MINUTE CANCELLATION

No problem! We get it, things happen! If you know anyone who can fill in last minute feel free to text or call them. If this happens let anyone on staff or Janice Vandenberg know as soon as possible.

## WHAT TIME DO I SHOW UP? (10:30)

Please arrive at 9:30AM in the hospitality lobby!

## CAN'T LOGIN TO PLANNING CENTER

It happens! Tell someone on staff ASAP and they will send you a new welcome email or help you through the process of recovering your password.

## I HAVE A QUESTION WHO DO I CONTACT?

Please contact Janice Vandenberg at [jlvandenberg@comcast.net](mailto:jlvandenberg@comcast.net) with any questions you may have.