

2018 Old 2 Gold Sale Day Info for Volunteers

SALE DAY SHIFT AT 4H FAIRGROUNDS: SATURDAY, JUNE 9

The St. Joseph County 4H Fairgrounds is located on the south side of South Bend. The entrance for volunteer set up shifts is "Gate #2" located near the intersection of Kern and Ironwood.

Free parking is available on site. A parking staff member will direct you where to park.

When you arrive, go to the SINGER BUILDING (building 20 on the next page). This is where our volunteer meeting will begin at 6AM.

PLEASE DO NOT BE LATE.

Plan to arrive by 5:45 AM so you can get to the building by 6AM for our volunteer meeting. Latecomers will not be given the full credit for their shift.



SHIFT

- Unless you have been otherwise instructed, the work shift is 6AM – 11AM. Please do not be late.
- Please report to the SINGER BUILDING (building #20 on next page).
- You will be given a specific assignment and instructions after you check in.
- You are required to remain in your assigned location.
- You are expected to be present and working for the entire shift. If we all work together, we will be done early. Last year our volunteers left before 11.
- **YOU MAY NOT SET ASIDE ITEMS FOR OTHERS.**

FOR YOUR SAFETY & COMFORT

- Please wear closed-toe shoes.
- No loose jewelry.
- Wear comfortable clothes that you do not mind getting dirty.
- Bring a bottle water and/or a snack. **Lunch is not provided.**

WHEN YOU ARRIVE

- Sign in at the table inside Singer Building.
- Ensure that you have a signed waiver on file. Waivers will be available at the sign-in desk.

WHILE WORKING

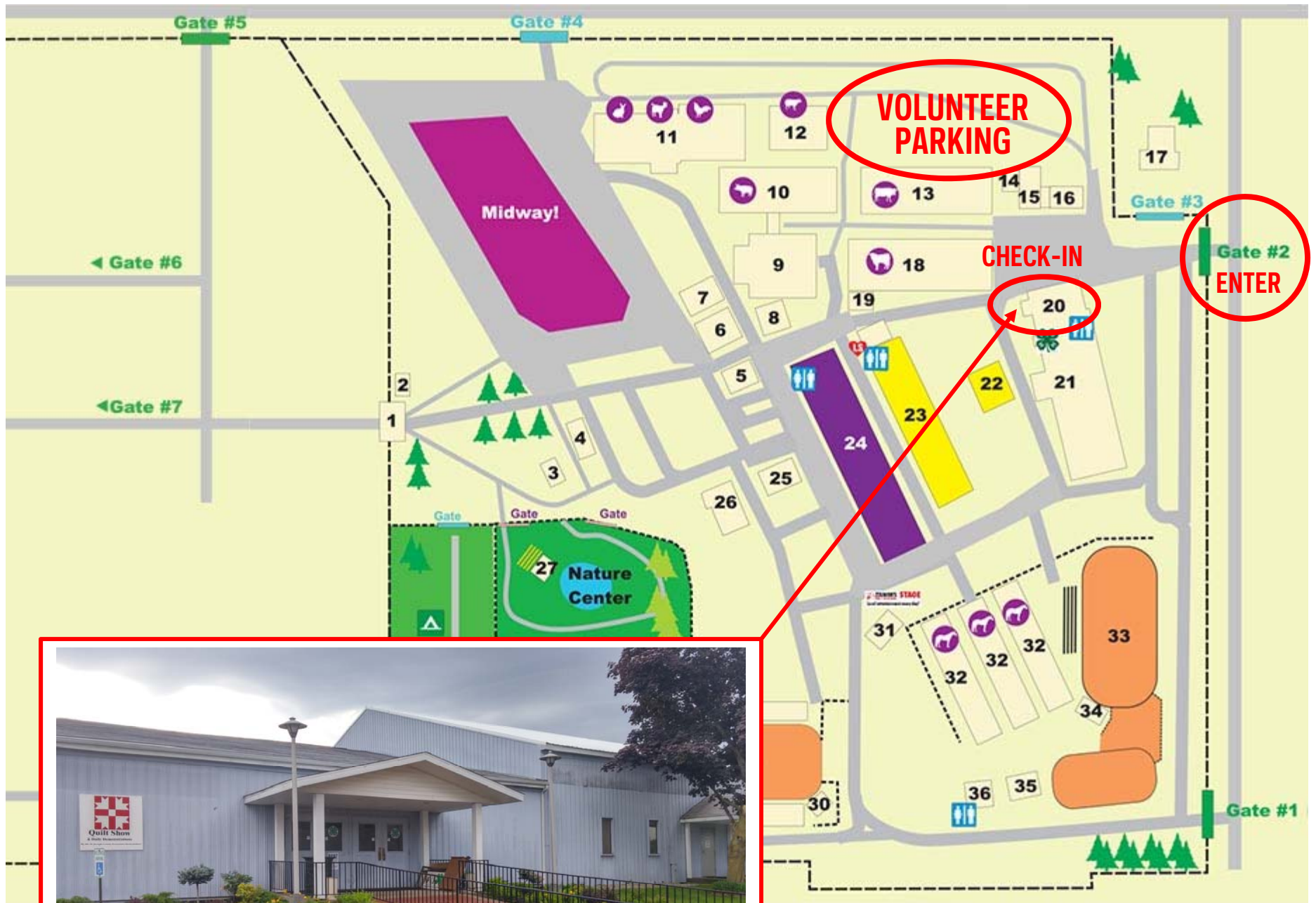
- If you have a question, please ask.
- If you experience an injury while working, please report it to an ND leader immediately. ND leaders will be stopping by each sale point throughout the sale, as time permits.
- Any volunteer who is found not working (i.e. on a cell phone, taking multiple breaks, etc.) will be given one (1) reminder. If they do not respond to this reminder, they will be sent home and your organization may be ineligible to participate next year.

ABOUT ETHICAL BEHAVIOR

- Unethical behavior (theft, setting aside items on the sale day, etc.) will not be tolerated. Organizations will be held accountable for the actions of individuals affiliated with their respective organizations.

QUESTIONS

- If you have any questions, please e-mail old2gold@nd.edu



**VOLUNTEER
PARKING**

CHECK-IN

**Gate #2
ENTER**



**SINGER BUILDING
CHECK IN HERE NO LATER THAN 6AM**