

## **Sandy Hook BioBlitz 2015!**

### **Volunteer [Base Camp] Tasks & Schedule**

#### **Volunteer Tasks**

**Registration Table:** Sign in scientists & volunteers, handout registration materials (t-shirts, maps, etc.).

**Equipment Table:** Sign equipment in and out to volunteers; make sure all equipment is returned at the end of the shift.

**General Information/Parking Assistance:** Direct people in parking lots and tell them where to go.

**Food/Coffee Table:** Pick up food (unless it is being delivered), setup food, make coffee, refill napkins/plates/etc., make sure only volunteers are taking food.

**Setup:** Help put up tents, setup stage before event and take down after event.

**Photography:** Take pictures/videos of scientists in the field, base camp, and interpretive programs.

#### **Volunteer Schedule**

**Registration Table, Equipment Table, General Information/Parking Assistance:**

- **Shift 1:** 2:00 pm – 5:30 pm
- **Shift 2:** 5:30 pm – 8:00 pm
- **Shift 3:** 8:00 pm – 11:00 pm
- **Shift 4:** 6:30 am – 9:00 am
- **Shift 5:** 9:00 am – 12:00 pm
- **Shift 6:** 12:00 pm – 3:00 pm

**Food/Coffee Table:**

- **2:30 pm – 4:30 pm** Snack Shift; monitor coffee and snacks
- **5:30 pm – 8:30 pm** Dinner Shift; setup and cleanup
- **9:00 pm – 11:00 pm** Snack Shift; monitor coffee and snacks
- **6:30 am -10:30 am** Breakfast Shift; setup and cleanup
- **10:30 am – 1:30 pm** Lunch Shift; setup and cleanup
- **2:00 pm – 3:00 pm** Snack Shift; monitor coffee and snacks