**Tabling 101**

Volunteering at a Tabling Event

To volunteer for a tabling event, you **must** sign up for a shift on our website.

**Cancelling a Shift:** you must contact the Volunteer Coordinator *48 hours* before the event to allow time to find a replacement.

**Switching Shifts:** you will need to contact the volunteer directly and work out switching.

**Running Late for your shift:** call the Volunteer Coordinator immediately.

Details for the Day

Attire: We want to look organized and professional!

* Volunteers must wear a black/dark-colored shirt
* No ripped jeans, short skirts, see-through/low-cut shirts, t-shirts with obscene violent or inappropriate messages, inappropriate visible tattoos or nighttime or beach-time attire.

Things to Bring: name tag, snacks/lunch, water bottle, wallet, cell phone, sunglasses/hat/sunscreen (if outdoors). Books & Laptops are not recommended.

Set-Up and Materials

If you are helping to set up the table, make sure you pull out all materials and organize on the table in an appealing and eye-catching manner. If outdoors – set-up the tent and chairs.

During the Day

When you arrive for your shift, first check the ‘Goals for the Day’

**BE ENGAGING!**

Duties: getting people signed up for our mailing list, asking for petition signatures, monitoring donations and bumper stickers, giveaways, promoting Facebook, Twitter, voter registration and volunteering, taking photos.

*Do not leave your shift until someone has come to replace you! If your replacement has not arrived or is running late, call the Volunteer Coordinator and check with the other volunteers if it’s okay for you to leave. The table should never be left empty!*

Take down & Afterwards

Were the goals met? Why or why not?

Pack up all materials. Make sure all petitions, sign-up sheets and donations get to the Volunteer Coordinator or other board member present

*Tasks for afterwards*: researching zip codes, uploading names, sending welcome email