

TBVF Volunteer Code of Conduct

Florida Voices for Animals' volunteers are the most important part of the Tampa Bay Veg Fest experience for our guests. Without YOU this event would not be possible!

As a volunteer, we ask that each of you review the code of conduct below and keep it in mind as we work together throughout the day. Remember that you are representing Florida Voices for Animals to the Tampa Bay community.

As a volunteer, I will:

- Be on time for my scheduled shift.
- Treat everyone with respect, patience, integrity, courtesy, dignity, and consideration.
- I will do everything I can to ensure attending Tampa Bay Veg Fest is a positive experience for all guests.
- Provide a safe environment by not harming anyone in any way, whether through discrimination, sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful actions.
- Work cooperatively as a team member with Florida Voices for Animals and other volunteers.
- Be flexible and understand that shift locations may be altered for the best needs of the event.
- Notify the volunteer coordinator as early as possible of any changes in my ability to volunteer to give FVA time to find a replacement.

As a volunteer, I will not:

- Use, possess, or be under the influence of alcohol or illegal substances at any time while volunteering.
- Be disrespectful, hateful, inconsiderate, rude, or use profanity towards or in front of any park guest.
- Cancel my volunteer shift at the last minute unless of a true emergency. Please don't leave us hanging!

WHAT DO VOLUNTEERS DO?

Volunteering is fun and a wonderful way to meet new people! Volunteers work in all available areas throughout the event. Merchandise, food service, hospitality and ambassadors are just a few examples of the areas where volunteers are needed. Volunteers are also needed before and after the event for setup and breakdown. This event would not be a success without our volunteers!

HOW LONG DO VOLUNTEER SHIFTS LAST?

Volunteer shifts are approximately four hours long depending on the area.

HOW OLD DO I HAVE TO BE TO VOLUNTEER?

The minimum age for volunteers is 15 but must work along with a parent until 16 years old.

WHEN AND WHERE DO I CHECK IN?

Please arrive at the **Volunteer Check-In Area at Veg Central** 30 minutes before your shift. (Please do **NOT** go directly to your assigned volunteer area without checking in here first.) Allow plenty of time for Tampa traffic, parking, and locating this booth. Information on parking and an event map will be provided prior to the day of the festival. You will receive your volunteer t-shirt and lanyard at the **Volunteer Check-In Area**. You will also sign a liability waiver. Ask for the volunteer coordinator: **Kim Gronemeyer**.

WHAT DO I GET FOR VOLUNTEERING AT TAMPA BAY VEG FEST?

All scheduled volunteers receive a Tampa Bay Veg Fest t-shirt as well as the satisfaction of helping animals by volunteering your time for one of the largest community and educational events in Tampa Bay!

WHAT SHOULD I WEAR OR BRING?

Bring your smile, a positive attitude, and enthusiasm! Comfort is KEY! Comfortable shoes are a MUST! Please wear your Tampa Bay Veg Fest volunteer shirt and your volunteer lanyard. Check the weather the day of the event. As it is usually quite warm, we typically recommend casual shorts or whatever is most comfortable for you along with sun protection (such as a hat, sunscreen, and sunglasses). You might also want to bring a reusable water bottle with you.

WILL VOLUNTEERS HAVE DOWNTIME TO ENJOY THE TBVF EXPERIENCE?

Absolutely! Depending on the time of your shift, you will have plenty of time to check out the vendors, speakers, and other activities before or after your shift. Please plan your meals to occur before or after your shift.

WHAT SHOULD I DO AT THE END OF MY SHIFT?

Please return to the **Volunteer Check-In Area at Veg Central** after your shift to drop off your volunteer lanyard so we can recycle them for next year.

WHO DO I CONTACT TO CHANGE MY VOLUNTEER TIME?

Email Kim Gronemeyer at **TBV volunteers@gmail.com** if you have any questions or problems with your shift.

We thank you for taking the time out of your busy schedules to volunteer at this wonderful event! You are the reason we are a success every year and we GREATLY appreciate you and your time!