

	POLICY & PROCEDURE	Index No. 2001	Approval Level EB
	Subject Job Assignment Selection	Effective Sep 27, 2008	Supersedes Sep 28, 2007
	Distribution Executive Board & Cadre		

Policy

All volunteer will be given fair and equal opportunity to select job assignments in the production of the Annual Rally.

Procedure

Attendees shall be given the opportunity to sign up to be a volunteer, in the area of their choice, on the Rally registration Form. A description of the volunteer jobs required to produce the rally will be developed by the Cadre Captain in cooperation with the supervising Executive Board Member

The Rally Master, in agreement with the Executive Board, will determine the number of volunteers. The Volunteer Coordinator shall work with FMCA registration personal and compile a list of potential volunteers for each area. The Supervising Executive Board Member will coordinate their volunteer worker assignments with the appropriate Cadre Captain. Selected volunteer workers shall be informed of their job assignment, arrival date, and time, in a timely manner before the rally, by the Volunteer Coordinator.

Parking Credentials for volunteers selected to serve will be issued on site in exchange for the Parking Credentials received after registering for the rally.

Cell phone numbers of volunteers shall be provided to the appropriate Cadre Captain for coordination of their volunteers at the rally site.