

Volunteer Guidelines

Thank you for volunteering at Common Ground on the Hill! Please read the following information to acquaint yourself with our procedures. If you have any questions, please email the Volunteer Coordinator at cgothvolunteers@yahoo.com

Volunteers are eligible to trade volunteer hours for tuition, festival entrance, or evening event entrance. This does not include materials fees. There is a minimum requirement of:

- 12 volunteer hours for a single class (one-period class, weeklong)
- 3 volunteer hours for entrance to a single day of the Festival
- 2 volunteer hours for entrance to a single evening event

There is a limit of a single free class per week. You can expect to volunteer two and a half hours per day, Monday through Friday, in order to earn a single one-period class. Please note that many Visual Arts classes are two period classes; you may need to pay the difference.

Volunteers cannot donate their volunteer hours to other volunteers.

The Volunteer Coordinator reserves the right to accept or decline volunteer trades based on the availability of volunteer positions.

When volunteers are registering for classes, they should make a note on the registration form that they are volunteering in trade for one or more classes.

Volunteers who trade are required to complete their hours. If the volunteer is unable to complete his or her hours, then he or she will be required to pay all applicable tuition or entrance fees.

Volunteers will be contacted by Crew Chiefs to schedule their hours. If you have not been contacted by your Crew Chief at least one week prior to the start of Traditions Week 1, please email the Volunteer Coordinator at cgothvolunteers@yahoo.com

All volunteers will be supplied with their Crew Chiefs' names, email addresses, and telephone numbers.

Volunteers must contact their Crew Chiefs if they need to reschedule or cancel their hours. Volunteers should give their Crew Chiefs at least 24 hours notice so that the Crew Chief can find a substitute.

Volunteers are expected to be punctual, professional, and courteous. The Volunteer Coordinator reserves the right to report any improper behavior to the Office Administrator.

A map of McDaniel campus will be included in each registration packet so that volunteers will know where to report. Maps of the Festival will be available at the Festival.

A volunteer schedule for each department will be available at each station so that volunteers will know who is scheduled to relieve them.

Volunteers are requested to carry a cell phone so that the Crew Chiefs can contact them during the Traditions Weeks and Festival. Volunteers should program their Crew Chief's cell phone number into their cell phones.

If a volunteer has a medical condition that would affect his or her volunteer service, please report this to the Volunteer Coordinator so that accommodations can be made.

Volunteers who are working on the Transportation team will be compensated for their mileage during runs if they record their mileage and submit it to the Common Ground office.