

FMCA

Your RVing Family

February 7, 2024

Dear Tucson Activity Cart Volunteers:

Thank you for assisting your association at FMCA's 108th International Convention. Your volunteer identification card will be in your confirmation packet. **Display the identification card and the date of entry credential you receive** inside your RV windshield or towing vehicle on the driver's side without obstructing the driver's view.

Activity Cart volunteers should enter Pima County Fairgrounds between 8:00 a.m. and 4:00 p.m. on Sunday, March 17, 2024. Please follow the directions included in your confirmation packet. If you wish to park next to your friends who are also volunteering, please come together.

All Activity Cart volunteers will meet at 11:00 a.m. on Monday, March 18, in Hall of Champions, Seminar 11. You must be a licensed driver to operate the activity carts. **PLEASE BRING YOUR VALID DRIVER'S LICENSE AND THE ENCLOSED SAFETY GUIDELINES LETTER TO THIS MEETING.** You will receive your volunteer ribbon, pin, and hat at the meeting. If not done already, your volunteer captain will distribute your work schedule showing your shifts' dates and hours. Guidelines to assist you in performing your duties are on the opposite side of this letter.

Activity Cart scheduling is handled through a portal emailed to you as we get closer to the show.

A volunteer appreciation will be at evening entertainment on Thursday, March 21, 2024. Please wear your hat or visor for evening entertainment.

Thank you for your participation. We are looking forward to working with you at Tucson.

Sincerely,

Barbara Feiler
Events Manager

cc: Convention File; Doug Uhlenbrock, Director of Events; Rita Moore, Volunteer Coordinator

GUIDELINES FOR ACTIVITY CART VOLUNTEERS

FMCA'S 108th International Convention Tucson, AZ

Thank you very much for donating your time and energy to assist with the Activity Carts at the Tucson International Convention.

The duties of Activity Cart volunteers will drive convention attendees around the activity areas of the grounds in six-passenger golf carts. These golf carts do not turn down any member needing transport and will drive attendees throughout the activity areas. Activity Areas include indoor and outdoor exhibits, seminar rooms, the coffee area, evening entertainment, and the Information Center. Being familiar with your convention program and the grounds will be beneficial.

VOLUNTEER RESPONSIBILITIES:

- ❖ You must possess a valid driver's license and be at least 18 years of age to operate the activity carts. Always keep your license with you.
- ❖ **Safety First!** Reckless driving or unsafe behavior while operating a cart or as a passenger will not be tolerated.
- ❖ The 5-mph speed limit will be strictly enforced. Pedestrians have the right of way. No exceptions.
- ❖ Alert the seated passengers before you move. Ensure all passengers are seated and remain seated until the golf cart comes to a complete stop. Make sure all passengers are safely on board, seated, and told you are going to move.
- ❖ All volunteers are asked to help provide a safe environment for convention attendees by immediately reporting any unsafe conditions to the FMCA Safety Team, FMCA Security, Executive Board members, or national office staff.
- ❖ Have your program with you during your shift. Provide members with information. Try to be well-versed in giving directions.
- ❖ People who do not have a badge are directed to FMCA's Information Center in the Info Central Building.
- ❖ If your replacement has not arrived by the end of your shift, inform your captain.
- ❖ You are responsible for your shift. If you cannot work all or a portion of your shift, please inform your volunteer captain in advance, as they will need to provide a substitute for you.
- ❖ Each Disability & Activity Golf Cart will have a radio for the driver to contact the FMCA office in an emergency.

Activity Cart Volunteer Captain:

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Activity Cart Co-Captain:

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