

GUIDELINES TO THE ADULT SUPERVISORS OF VOLUNTEERS FROM THE ROTARY ROSE PARADE FLOAT COMMITTEE (RRPFC)

Emphasize to all your volunteers that the primary goal is to build a beautiful float for Rotary International and have fun. So, come with a smile and be ready to work. To accomplish this goal, the following rules must be followed at all times:

1. Once you have signed up, your shift assignment will be tentatively confirmed by the RRPFC. You must pay the \$10.00 per decorator and supervisor within 10 days. Go to: <https://co.clickandpledge.com/advanced/default.aspx?wid=119947> for payment instructions. Once payment is received your assignment will be confirmed. At that time, please insure that all your volunteers read the Volunteer Rules so everyone understands what is expected of them.
2. There MUST be an adult supervisor for every ten volunteers under the age of 18. This is an absolute rule of Phoenix the builder.
3. If there are any changes in the names of the adult supervisors and/or the sponsoring Rotary Club member who will be accompanying the group, or the number of volunteers, please contact Gene Hernandez, 714-777-2622 (Home-Preferred), 714-393-6311 (Cell) or genejhernandez@gmail.com as soon as possible. If you use email copy jhbrotary@aol.com to insure timely response.
4. If you are going to be late for your shift or are unable to come due to weather, traffic etc. please contact Gene Hernandez, 714-777-2622 (Home), 714-393-6311 (Cell-Preferred) or genejhernandez@gmail.com and jhbrotary@aol.com .
5. Phoenix is in sole control of how the Float is built and decorated. Our float will have an assigned Phoenix supervisor and crew. Their instructions must be followed for safety concerns and to insure the float is properly and beautifully built. If a problem occurs please inform the Rotary Supervisor at the Volunteer Tent so he/she can help resolve the matter.

6. Monitor your group to insure they are doing the jobs assigned and are following the rules concerning cell phones, that there is no eating or drinking, and that they remain at the assigned space near the Rotary Float. If the rules are not followed the individual may be asked to go sit for the remainder of the shift at the Rotary Volunteer Tent. If an individual must leave the assigned area, they must tell their group supervisor who is responsible for informing the Phoenix supervisor and the supervisor at the Rotary Volunteer Tent.

7. Please note that any serious breach of the Rules may result in that group not being allowed to return to decorate in the following years.

8. Remind your group to dress appropriately, if they wear open toed shoes or sandals they will not be allowed to decorate.

9. During each shift there will be a 30-minute meal break. We strongly advise that you bring food and drink (or you can have it delivered by a local pizza or sandwich place but you must make those arrangements in advance of your shift) and have a place to store it safely. ALL FOOD AND DRINK MUST BE CONSUMED OUTSIDE OF THE DECORATING BARN.

NO SMOKING IS ALLOWED!

10. PLEASE emphasize to your group that decorating the Float consists of many types of jobs, some more glamorous than others but all are equally important. They may not be working on the Float during the entire shift. Many factors determine what can be done and when.

During the time when the Float cannot be worked on, the work area is swept and cleaned so that the first layer of colors, plants, seeds, does not mix with the second and so on. PATIENCE is the most important virtue in decorating the Float.

11. For security, safety and instant recognition by Phoenix, all volunteers must wear the Volunteer Float T-Shirt during their shift. Most importantly, all volunteers must remain near the Rotary Volunteer Tent prior to receiving their work assignment and/or at the assigned work space for the Float except during approved meal/bathroom breaks.

12. Volunteers are **expected to complete a full shift**. Groups or individuals cannot be accommodated for partial shifts.