**State Shoot Volunteer CK-IN’s SOP’s for 2015**

1. Begin your morning early by checking in with Tracy Tucker, Volunteer Coordinator at the **COUNTY MEETING AREA @ 6:30**. Here you will receive your VOLUNTEER CK-IN Button, volunteer pins, clipboards with sign in list and radio. Please remember to sign in on your Volunteer Check-in List.

2. Then proceed to your designated Discipline Range and set up close to that range registration or some conspicuous location. Be sure to wear your VOLUNTEER CHECK-IN Button and there will be “Volunteer Sign in” signs that will assist other volunteers in finding you. Range Volunteers have been directed to be at ranges at 7:00AM **so you need to be there ahead of that time** to get their signatures.

3. Make certain all Volunteers sign-in on range assignment list. DO NOT disturb a relay to obtain Volunteer’s signature; wait until range is closed and venture out to retrieve a signature is necessary. Make sure all volunteers and State Instructors sign in on your sheet and give them their 2015 Volunteer Pin as this is their award of appreciation. These sheets are evaluated at the end of the day to make sure all counties met their volunteer ratio—so you this process is very important. You are my extended eyes and ears.

4. Be present at all check-in times for your particular range. After the last group of volunteers have signed in, you are finished with your volunteer Ck-In duties.

5. Be friendly and helpful, direct volunteers to assigned position or range officers. Take time to answer questions, if you can.

6. Call Tracy (606-584-1765) if have no-shows volunteers 15 minutes after volunteer check-in time.

7. Contact Tracy if have any issues with volunteers and remain calm. Do not be afraid to use the radio for range related issues. **DO NOT USE** the radio for personal use.

8. Tracy will be making rounds to different ranges throughout the day.

9. Check in with Tracy Tucker at the Registration Building and returning all your equipment at end of the day.

10. **Pat yourself on the back and feel good about this job**. State Shoot 2015 couldn’t have done it without you!