

FIRST[®] Walk-On Event Volunteer Policy



FIRST “Walk-On Volunteers” are individuals who offer to volunteer at a *FIRST* event without having registered in the Volunteer Information and Matching System (VIMS) for the event.

For a person to be accepted as a Walk-On Volunteer, the following conditions must be satisfied:

- The Walk-On Volunteer must complete, sign, and submit:
 - The *FIRST*[®] Walk-On Event Volunteer Application Form,
 - the *FIRST* Consent and Release form, and
 - any other *FIRST* form applicable to their specific volunteer role (i.e. conflict of interest form, etc.)
 - If the individual is under 18 years of age, his/her parent or legal guardian must also sign the forms.
- The Walk-On Volunteer must produce a photo ID.
- The assigning individual (Volunteer Coordinator, Tournament Director, Regional Director, Event Manager, etc.) must pair the Walk-On Volunteer with a regular volunteer who has completed screening.
 - The Walk-On Volunteer is to physically stay partnered with the screened volunteer, at all times, throughout the entirety of their volunteer duty. **Under no circumstances, should the Walk-On Volunteer be working alone with minors.**
 - The screened volunteer must agree to be responsible to stay with the Walk-On Volunteer during the entirety of the volunteer shift.
 - If the screened volunteer loses contact with the Walk-On Volunteer, the screened volunteer shall immediately notify the assigning individual (Volunteer Coordinator, Tournament Director, Regional Director, Event Manager, etc.).

The Walk-On Volunteer should then receive the same credentials, such as name badge and/or volunteer t-shirt, as other volunteers of the event. It is not necessary for the Walk-On Volunteer to have something that identifies them as a “Walk-On” volunteer specifically.

The Walk-On Volunteer should turn in their identifying credentials, such as name badge or volunteer t-shirt, as soon as their shift is over. This is to prevent an unscreened volunteer gaining physical access to minors (i.e. volunteers are often allowed entry into non-public places at the event).

All completed forms shall be sent to *FIRST* Headquarters per instruction from the designated *FIRST* program. It is the responsibility of the Planning Committee, Tournament Director, Regional Director, etc. to decide who will collect these forms and mail them. Forms can be mailed to:

FIRST
Attn: Volunteer Resources Department
200 Bedford Street
Manchester, NH 03101

If anyone has questions on the *FIRST* volunteer “Walk-On” process or policy, please send mail to volunteer@usfirst.org.

FIRST® Walk-On Event Volunteer Application Form



Please complete legibly in ink

v08/14

Name:

last first middle initial

Home address:

street
city state/province postal code country

Phone/email:

preferred phone number (indicate if work, home, or mobile) email address (optional)

Emergency Contact:

last first phone number

Event Name:

Event City, State & Date:

Program Name:

Junior FIRST®LEGO® League FIRST®LEGO® League FIRST® Tech Challenge FIRST® Robotics Competition

Volunteer position preferences: _____

Areas of Interest: (check all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> Activity/Event Planning | <input type="checkbox"/> Logistics | <input type="checkbox"/> Rules Compliance |
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Maintenance | <input type="checkbox"/> Safety |
| <input type="checkbox"/> Computer Technology | <input type="checkbox"/> Media and VIPs | <input type="checkbox"/> STEM and Career Mentoring |
| <input type="checkbox"/> Cooking | <input type="checkbox"/> Organization/Detail | <input type="checkbox"/> Working in Small Groups |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Photography | <input type="checkbox"/> Working with Youth |
| <input type="checkbox"/> Interacting with the Public | | |

Physical Limitations: _____

18 or more years of age (check one): Yes No. If No, parent or guardian must also sign below.

The minimum age requirement of a FIRST volunteer is **13 years old**. The Event Manager can accept volunteers who are under 13 years old as long as there is direct adult supervision of that volunteer by an adult who has responsibility for the child. *The Partner or Regional Director reserves the right to increase the volunteer age limit for their region at their discretion.* A minor must have a parent or guardian give written permission to volunteer. In addition, the FIRST Consent and Release Forms will need to be signed by a parent or guardian for any volunteer under age 18.

I understand that I am to be paired with a screened volunteer during my volunteer shift and must adhere to the FIRST Walk-On Event Volunteer Policy, copy attached. I agree to physically stay with the screened volunteer I am paired with throughout my volunteer duty. Under no circumstances will I work alone with a minor during the event. I agree that if I lose contact with my assigned screened volunteer, I will immediately contact the individual responsible for pairing us together (Volunteer Coordinator, Tournament Director, Regional Director, etc.).

I understand that this form applies only to the event described above and, if I would like to volunteer at other FIRST events, I will need to complete a Volunteer Information and Matching System (VIMS) account and apply for an event.

I certify that the information given by me on this application is, to the best of my knowledge and belief, true and correct and that I have not knowingly withheld any pertinent facts or circumstances. I understand that any omission or misrepresentation of fact in this application may result in refusal of or separation from volunteer service upon discovery thereof.

I have read and agreed to the above.

Applicant Signature _____

Date _____

For applicants under the age of eighteen (18) years: the undersigned parent or legal guardian of the applicant consents to the applicant submitting this Application and volunteering as set forth above.

Signature: Parent or Legal Guardian _____

Printed Name of Parent or Legal Guardian _____

FIRST Privacy Statement: We at FIRST take privacy and security of personal information seriously. We collect personal contact information such as postal addresses, email addresses, and phone numbers to facilitate the operation and management of FIRST programs. We do not rent or sell this information to others. We may share your information with partners or others who are acting on our behalf to help conduct FIRST programs. We hold them to the same standards of privacy and security. For more information, email us at volunteer@usfirst.org.