BOOTH VOLUNTEER INSTRUCTIONS

For new volunteers, the information booth segment of the college's day of service always takes place in the following sequence. (Veteran volunteers who want a refresher on the booth operation are advised to read the following as well.)

- **Faculty, staff and students** (with their families) have registered to promote several college programs, such as, [Volunteer Income Tax Program](#), [President's Lecture Series](#), and [Annual Scholarship Golf Tournament](#) during the end of the march.
- Many volunteers meet on the campus at 9:30 a.m. on Jan. 21 at the library and ride the regular [VIA bus 26](#) at MLK Drive or the [VIA bus from Parking Lots 22 or 23](#) to the booth site. Many go to the **booth site** on their own.
- The **amount of service hours** depends on the individual. The booth orientation begins at 10 a.m. and the event lasts until about 3 p.m. Volunteers may serve that entire time or any portion they are available.

Booth volunteers arrive at the SPC booth located at [Pittman-Sullivan Park](#) on 1101 Iowa St. to meet the **booth team leader**, and the rest of the booth volunteers, for a **briefing**.

- The booth will be **distinctively marked** with [SPC blue banners](#). During the briefing, **socializing is secondary** to understanding the purpose of the service, which is to **promote** the college's programs.
- The **majority of volunteers** will distribute **various college program handouts** to the marchers as they arrive at the end of the march.
- A **few volunteers** will distribute **college information** from the booth itself.
- The **booth operation** will end at 2:30 p.m. or when traffic becomes slow.

CONTACT INFORMATION

The college contact at the booth on the day of service is **Maria Botello (210) 486-2199**. Please note: Volunteer **t-shirts** are distributed to **volunteers and guests** from **Wednesday - Friday, Jan. 16 – Jan. 18 8:00 a.m. – 5:00 p.m.** at the [Turbon Student Center](#), not on the day of service.