

# Dance-a-Thon Volunteer Assignments

Give every volunteer this sheet at the briefing. Fill in names and shift times; read the briefing notes for each role aloud.

Event: \_\_\_\_\_ Date: \_\_\_\_\_ Volunteer lead and phone: \_\_\_\_\_ Briefing at: \_\_\_\_\_

Group text or radio channel: \_\_\_\_\_ Lost-child meeting point: \_\_\_\_\_ Incident log kept at: \_\_\_\_\_

| Role                      | Station           | Shift | Name(s) | Briefing notes                                                                                                                                     |
|---------------------------|-------------------|-------|---------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Setup crew                | Whole venue       |       |         | Arrive before doors; follow the venue setup checklist; tape cables; keep exits clear.                                                              |
| Sign-in desk              | Main entrance     |       |         | Check dancers in against the list; wristband or name tag; count everyone in; send questions to the lead.                                           |
| Sign-out / dismissal desk | Sign-out table    |       |         | Release only to adults on the approved list; check ID; record the time; an unclaimed dancer stays with two adults.                                 |
| Floor chaperone           | Dance floor       |       |         | Adults only. Watch your area, not your phone; keep a clear lane to exits; stop rough play; send tired or upset dancers to water or the quiet room. |
| Floor chaperone           | Dance floor       |       |         | Same as above. Know the lost-child procedure and the reunification point.                                                                          |
| Quiet-room host           | Quiet room        |       |         | Keep lights and sound low; offer ear protection; never alone with one child (two adults or door open, per policy).                                 |
| Water and snack station   | Water station     |       |         | Keep cups and refills stocked; wipe spills right away; no food on the dance floor; check the allergy plan.                                         |
| Pledge and tally desk     | Pledge desk       |       |         | Accept envelopes; never count cash alone; record songs or hours as counted; lock the box.                                                          |
| First aid (per nurse)     | First aid station |       |         | Know the AED location; record every visit in the incident log; call the safety lead for anything beyond minor first aid.                           |
| DJ liaison                | DJ booth          |       |         | Hold the run of show; signal breaks, games and announcements; ask for volume down if the floor or quiet zone is too loud.                          |
| Photographer              | Roaming           |       |         | Use the photo-permission list; no close-ups of children on the no-photo list; no names with photos.                                                |
| Floater / runner          | Roaming           |       |         | Cover breaks; carry messages; restock supplies; help with lost-child search when called.                                                           |
| Cleanup crew              | Whole venue       |       |         | Start after sign-out; follow the teardown checklist; return borrowed items.                                                                        |

If a child is missing: tell the nearest lead, give the child's description, and follow the lost-child procedure in the safety plan. Stay at your station unless you are asked to search; check exits, restrooms and the quiet room first.