

Signage for Volunteer Reception Center

You will need one enlargement, unless otherwise specified, for each of the 17 station or directional signs shown in the left column. All signs should be laminated and large enough to be read from across a large room.

Signs Needed	Where to Post
Volunteer Reception Center (2)	On street visible from either direction
Station #1 Registration	Registration / orientation area
Enter	Volunteer Entrance to VRC
Station #2 Interviews	Interview Area visible from Volunteer Entry
Station #3 Data/Agency Coordination	Data Coordination visible from Station #2
Station #4 Volunteer I.D. Tags	Volunteer ID area visible from Station #3
Station #5 Safety Training	Safety Training visible from Station #4
Station #6 Job Training	Job Training visible from Station #5
Exit	Exit visible from Stations #5 and #6
Staff Only (2+ as needed)	Staff rest area, supply area, etc
Phone Bank	Agency Coordination area
Current Needs	Dry erase board in Interview area
Offers of Volunteer Help	Top left of bulletin board in Agency Coord
Individuals	Beneath "Offers of Volunteer Help" sign
Groups	Beneath "Offers of Volunteer Help" sign
Other Resources	Top right of bulletin board in Agency Coord
Public Information Officer	Public Information Officer's Table

Possible Volunteer Reception Center Floor Plan

■ Volunteer Registration Stations

■ Volunteer Sitting Area

■ Staff Only Areas

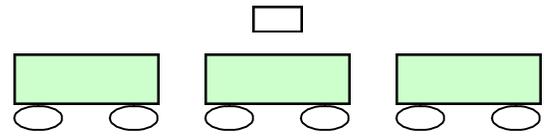
■ Bulletin Boards

■ Dry Erase Board

→ Volunteer Movement

⋯ Line Of Sight

Station #1 Registration / Orientation



Volunteer Entrance

