



## **VOLUNTEER GUIDELINES AND RESPONSIBILITIES**

We greatly appreciate your time volunteering for Auction Napa Valley (ANV). Our volunteers are the foundation of the success of ANV and we thank you for helping us raise money that impacts over 100,000 Napa County residents annually.

Below are guidelines and responsibilities you are required to adhere to as an ANV volunteer. This will help make your volunteer experience at Auction Napa Valley the best it can be:

- Auction Napa Valley volunteers are required to attend an advance orientation meeting with their shift captain.
- All volunteers will be issued an event credential. Credentials must be worn at all times. Volunteers not wearing credentials will be removed from the event.\*
- By agreeing to volunteer for Auction Napa Valley, you are making a commitment to the event and we are counting on your participation. If you find you cannot work your assignment, please notify your shift captain immediately so your shift can be filled.
- Food and beverages are provided for volunteers in the volunteer area. The food, wine and entertainment in the event area is for registered attendees. Volunteers should not be eating or drinking in any area besides the volunteer area.
- No volunteers are permitted in the live auction tent on Saturday. Volunteers found in the tent will be removed from the event.\*
- You are expected to show up on time for your shift. Volunteers must leave the event at the completion of their shift after checking out with their shift captain. Volunteers loitering following their shift will be removed from the event.\*
- A plain white collared shirt and clean khakis are the required volunteer uniform. Wear comfortable and supportive footwear as most shifts require you to be on your feet for long periods of time. You will be provided with an apron upon checking in for your volunteer shift.
- Because this is a professional wine tasting event, please do not wear perfume or cologne that might distract from the aromas of the wine.
- No bags, purses, backpacks or personal items are allowed. No personal storage is available.
- No cameras are permitted. Cell phone use is limited to emergencies only and only in the volunteer area. Taking photos of ANV attendees, vintners, or entertainers is strictly prohibited.
- Absolutely NO WINE may leave the event. Wine is provided to you in the volunteer meal area, and is the only place volunteers are permitted to consume wine. Wine may not be removed from the volunteer area. Volunteers caught removing wine from the volunteer area will be removed from the event.\*
- By law, all volunteers must be at least 21 years of age. No one under 21, including infants and toddlers, will be admitted to any ANV functions.

*\* Volunteers exhibiting inappropriate behavior, or who are removed from the event for any of the above reasons, will be revoked from future volunteering opportunities.*