

CDYC Volunteer Packet

Please go through each page and follow all directions.



ATTENDANCE

- All sign ups are done through the portal (cdyc.galaxydigital.com or the Causer app).
- Once you are registered, you are either on the list for the event or will be a back-up.
- If you unregister, it must be done at least 2 weeks prior to the event and you must email cdyc.rsvp@gmail.com.
- If you unregister within 2 weeks prior to the event or are a no-show, you will forfeit the next event you are signed up for.
- Emergencies will be addressed individually.
- Repeat violations will result in additional penalties, decided by the CDYC board.

TARDINESS

- CDYC will publish expected arrival times for all events.
- It is expected that you arrive on time.
- If you cannot arrive on time, you should not register for the event.
- All volunteers are expected to be on site for the entire event.
- Failure to arrive at the designated time puts CDYC in jeopardy of losing monetary incentives and causes others to be responsible for your assignment.

UNIFORMS

- BLACK SLIP RESISTANT SHOES
- BLACK PANTS OR SHORTS (you may not wear shorts at Spectrum) - not biker shorts, leggings, or yoga pants, shorts must be at least fingertip in length
- BLACK HAT OR VISOR
- HAIR must be tied back

SHIRTS

- BOA: Blue CDYC polo with CDYC logo
- SPECTRUM: loans you a shirt upon arrival
- PNC: loans you a red shirt upon arrival

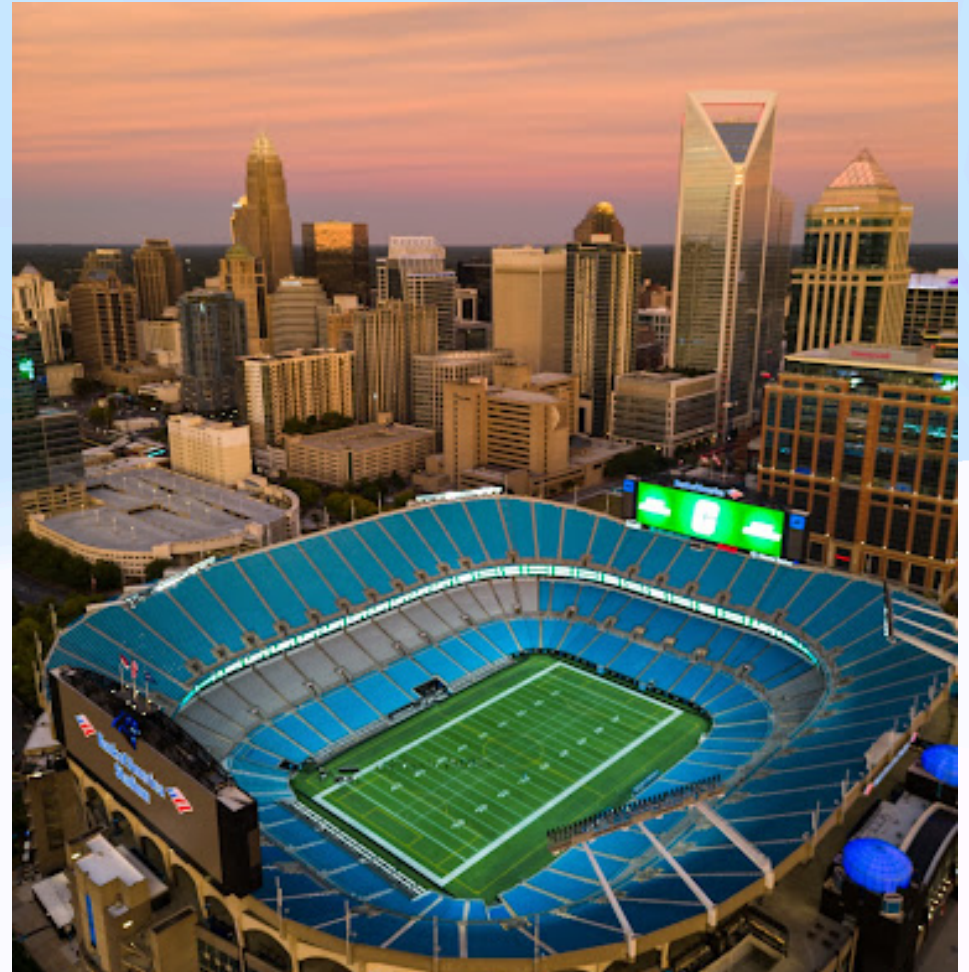


Order your blue polo by clicking [HERE!](#)

Levy Paperwork

BOA and Spectrum

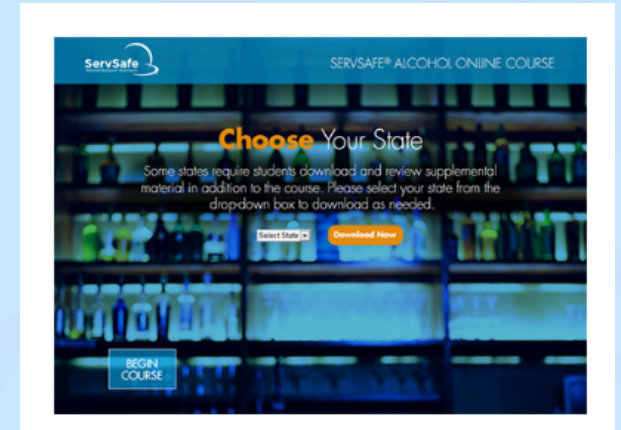
- Complete the following form:
[Paperwork](#)
- Email a copy of your paperwork to
directorofvolunteers@cdycfundraising.org and
secretary@cdycfundraising.org.



ServSafe

BOA, Spectrum, & CDYC requirement

- Go to servsafe.com
- Create an account or log into your account.
- Click on ServSafe Alcohol.
- In the Get Started box, enter North Carolina and hit submit.
- Add the ServSafe Alcohol Online Course and Primary Exam to your cart.
- Purchase your cart. Enter the discount code **levy23** to receive a discount on your purchase.



ServSafe (cont.)

BOA, Spectrum, & CDYC requirement

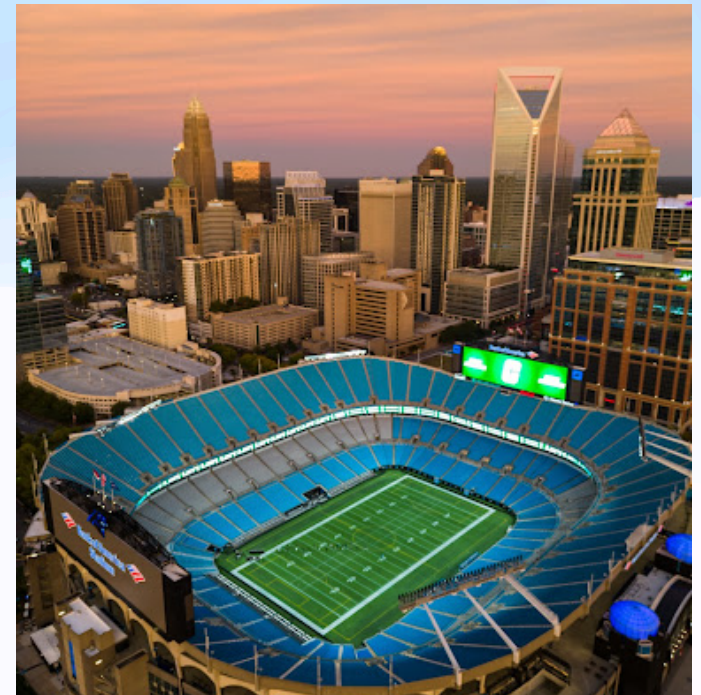
- To begin your course, click “Welcome (your name)”.
- Click “Go to Dashboard”.
- Click “Student” and then “My Online Courses”.
- “ServSafe Alcohol Online Course and Primary Exam” should appear in your course selection. Take the course. It will take several hours to complete.
- When done, take the quiz. This can be found in the Student section, as well.
- You will upload your certificate to the portal after you register.



ServSafe study guide

BOA Paperwork

- Complete the following: <https://www.brainshark.com/1/player/levy?fb=0&r3f1=&custom=nonlevyteammembertraining>
- Upload a copy of your certificate to the website cdyc.galaxydigital.com



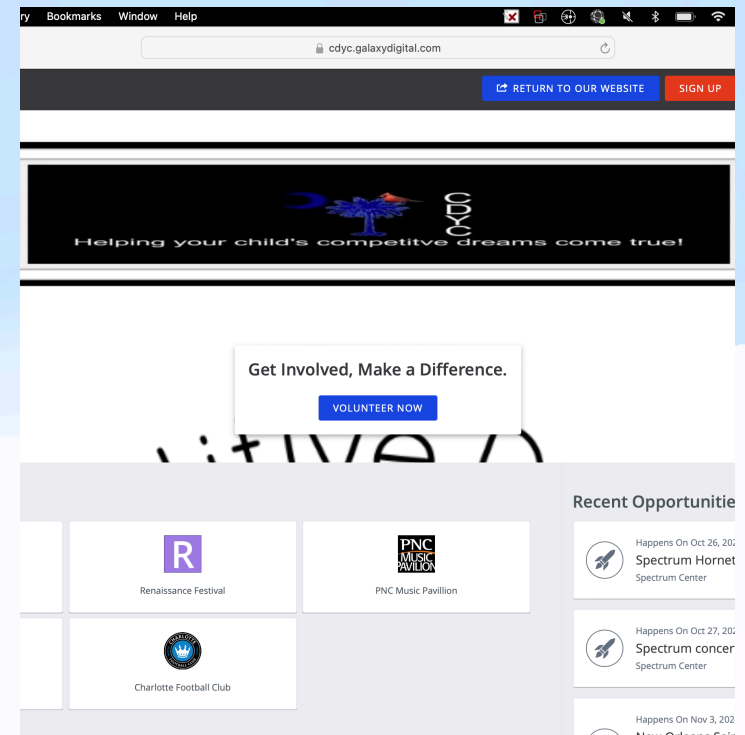
PNC

- Info to be updated



Register on the Website

- Click the link: <https://cdyc.galaxydigital.com/>
- Click **Sign Up** in the top right corner.
- Complete the registration.
- Answer the questions on the next 2 pages.
- Click the Rules of Operation 2024 and initial and sign the form.
- Upload your ServSafe certificate.
- Upload your BOA certificate.

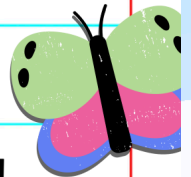
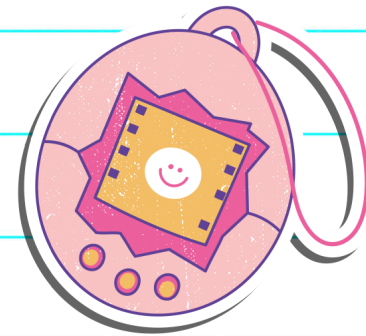


Venue Minimum Payments

- ★ BOA - \$75
- ★ PNC - \$50
- ★ Spectrum - \$75



Codes of Conduct



1 Respect EVERYONE!

2 Be on Time!

3 Work Together

4 Have Fun

**We are glad to have
you as a part of the
CDYC team!**