

# CDYC Volunteer Packet

Please go through each page and follow all directions.



# ATTENDANCE

- All sign ups are done through the portal ([cdyc.galaxydigital.com](https://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](mailto: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

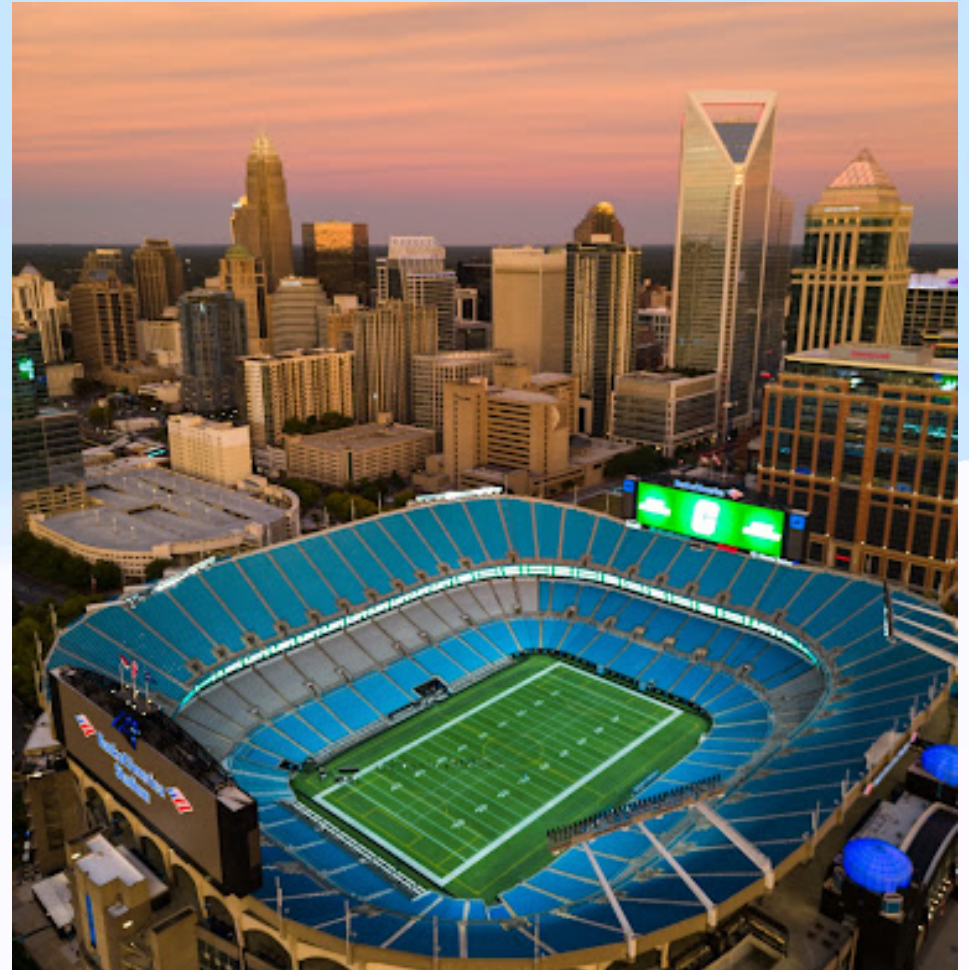


**Order your blue polo by clicking [HERE!](#)**

# Levy Paperwork

## BOA and Spectrum

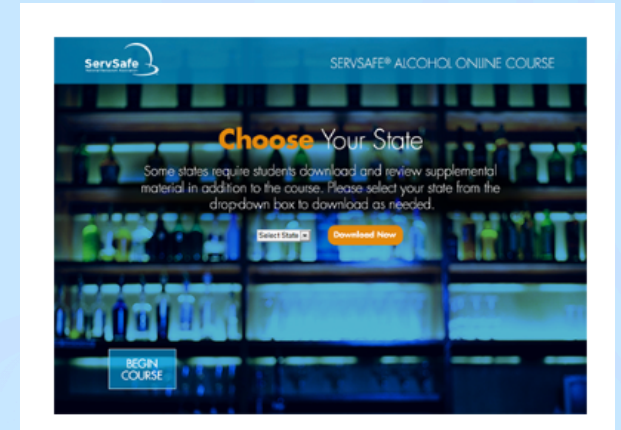
- Complete the following form:  
Paperwork
- Email a copy of your paperwork to  
[directorofvolunteers@cdycfundraising.org](mailto:directorofvolunteers@cdycfundraising.org) and  
[secretary@cdycfundraising.org](mailto:secretary@cdycfundraising.org).



# ServSafe

## BOA, Spectrum, & CDYC requirement

- Go to [servsafe.com](https://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.

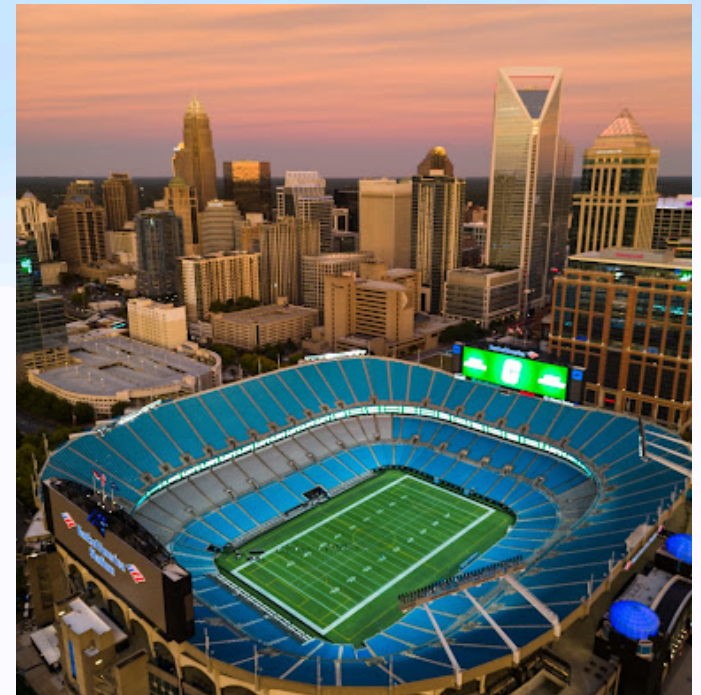


**ServSafe study guide**



# BOA Paperwork

- Complete the following: [https://  
www.brainshark.com/1/player/levy?  
fb=0&r3f1=c4fe80d3dfd28a98c896e693d  
7c3c29ec48f94e491d7c0c8dec3c996f999  
88&custom=nonlevyteammembertraining](https://www.brainshark.com/1/player/levy?fb=0&r3f1=c4fe80d3dfd28a98c896e693d7c3c29ec48f94e491d7c0c8dec3c996f99988&custom=nonlevyteammembertraining)
- Upload a copy of your certificate to the website [cdyc.galaxydigital.com](http://cdyc.galaxydigital.com)



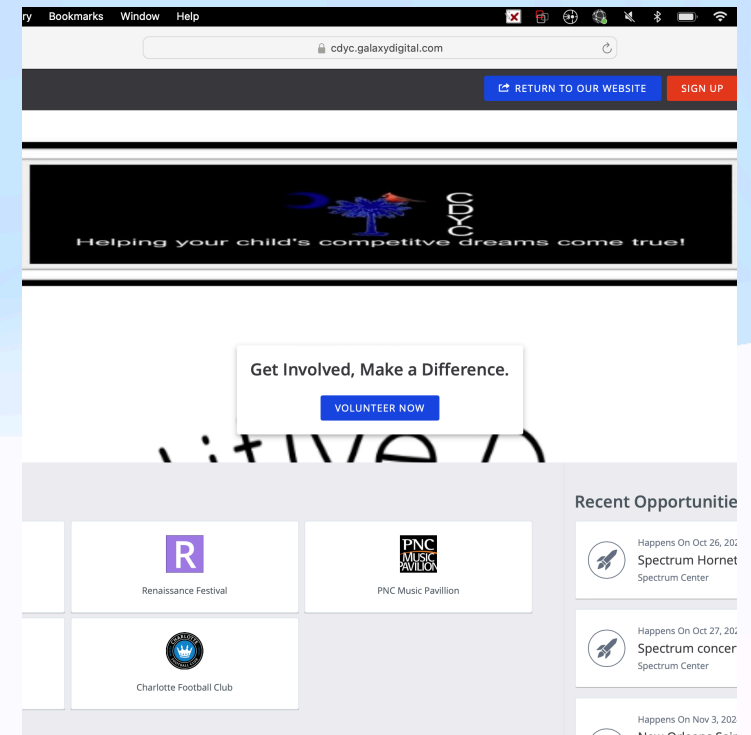
# PNC

- You will have to complete the alcohol training that PNC requires.
- If you already completed this last year, it is still good (for up to 3 years).



# 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.

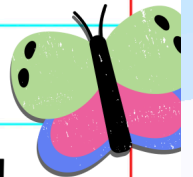
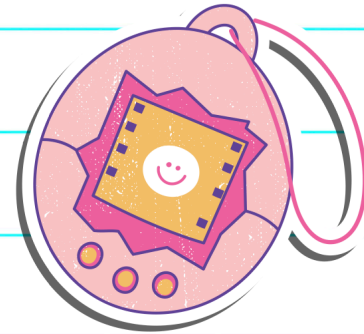


# Venue Minimum Payments

- ★ 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!**