

SEWMG

2025 State Fair Shift Captain

Shift captain is a volunteer designated one per shift for major special events AND serves as the lead volunteer on their shift.

Shift Captain Duties:

- 1) Attend one of the two orientation sessions for the event. Orientation sessions will be held on Tuesday, July 29, at 6:30 p.m. and Wednesday, July 30, at 10 a.m. at our garden in Exploratory Park (just northwest of the Exposition Center building).
- 2) Contact all volunteers on your shift before the day you are scheduled to work. Remind them of the date and time, location, parking, entrance/admission, and what to bring. Answer any questions they might have.

Ask them to contact you if they cannot attend at the last minute. Encourage them to switch with someone else on a different shift if possible or find their own MGV replacement. If this is not possible, you or they can contact Heide Burns at hburns0110@gmail.com to find a substitute from the waiting list.

- 3) At the beginning of your shift:
 - A. Get a verbal report from the previous shift captain if possible.
 - B. Assign volunteer duties.
 1. Check the area for appearance and tidiness. Dispose of trash, straighten signage, sweep, rake, and tidy as needed.
 2. Check plants for water and grooming.
 3. Check brochure displays and restock. Samples of all handouts that should be in supply at the event will be in a binder. Know where handouts are stored so you can restock as needed.
 4. Assign positions in the garden. Someone could greet visitors passing by. Someone can be by the compost bin, and one person can be in the shed to answer questions and provide requested handouts. There should always be one person at the shed. During your shift, be conscious of the heat and make sure that individuals get a break from the sunniest/hottest parts of the garden.
 - C. Find the "Instruction" binder and clipboard.
 1. On the Volunteer Schedule, check off the volunteers who have reported for duty and note those that did not.
 2. Read the report from the previous shift captain unless you have already talked with them.
- 4) During the shift, you are the lead volunteer.
 - A. You can assign and reassign duties as needed.
 - B. Volunteers should advise you when they need to leave the garden. This should only be for bathroom breaks and only one at a time. They should not leave to see the Fair or to go eat. They should plan to do that either before or after their shift. We need all volunteers in the area as much as possible.

2025 Shift Captain Responsibilities Continued

- C. Volunteers should be engaging with visitors. If they are deep in conversation with each other, visitors will be reluctant to ask questions. Start a conversation with visitors by asking them to vote in the container contest.
 - D. Volunteers on the shift should bring problems or concerns to you (the shift captain) to handle.
- 5) Assign a volunteer to do a visitor count for each hour using the counter clicker. We want a count for the full hour, every hour. If you are unsure if you have counted someone, count them again. Record these counts plus any comments about the weather on the Visitor Count tally form on the clipboard. (Weather often affects the number of visitors.)
- 6) Aprons – Volunteers are required to wear one of the blue SEWMG aprons stored in the shed, even if they are wearing other SEWMG Logowear. The aprons assist with easy recognition and provides a pocket to hold Gardening Resource Cards and container contest ballots to use when talking with our visitors.
- 7) Handout supplies:
- A. Check supplies of displayed brochures and handouts throughout your shift. Restock from plastic bins as needed.
 - B. As there is limited space to store literature in the shed in an organized manner, additional copies of many items are available off-site for restocking. Please contact Valorie Sangsland by text at 414-791-2082, identify yourself, and let her know we are getting low on copies of specific literature. Also write on the Shift Captain Report that you did so, so that other shift captains are aware you have made contact.
 - C. If the last copy of a brochure is given out, direct your volunteers to show the “master” copy to a visitor (they can take a photo with their phone) or direct them to contact the Horticulture Helpline to request answers to their specific gardening questions. Do not give out the “master” copy that is in the binder. Make a note in the Shift Captain Report and relay this information to the next shift captain so they are aware that the handout for that topic is depleted.
 - D. Remind your volunteers to spend a few additional minutes sharing information from the “Gardening Resource Card” if a specific handout is no longer available. That way they will know how to get additional questions answered after they return home from the State Fair.
- 8) At the end of your shift:
- A. Write notes in the Shift Captain Report found in the "Instruction" book or on the clipboard.
 - B. Report verbally to the shift captain of the next shift. Last shift should call the next day's shift captain when they get home if there is anything urgent to relay.
 - C. Final shift each day must unplug the electricity and lock the shed with the padlock before leaving.
- 9) For true emergencies (injury, fire, etc.) – after all necessary steps have been taken to contact State Fair Park Emergency personnel – notify Valorie Sangsland at 414-791-2082 or Heide Burns at 630-334-1876.

Thank you for volunteering as a Shift Captain!