



FPAT BOOTH

VOLUNTEER REGISTRATION RESPONSIBILITIES AND GUIDELINES



Fort Pierce Authentic Tours (FPAT) is an economic development initiative created by the City of Fort Pierce to increase the sustainability and capacity of small locally-owned and operated tourism-related businesses and small, locally-owned and operated businesses that profit from visitors to Fort Pierce.

FPAT's primary mission is to help establish Fort Pierce as a pristine tourism destination. To that end, FPAT's goals include marketing its members as a whole.

Booth Volunteer Responsibilities

- Pick-up the booth and booth materials. Assemble the booth and arrange materials in an attractive fashion. (The booth and materials are stored in Libby Woodruff's office at City Hall, 100 North U.S. Hwy. 1. Telephone -772-467-3169)
- Greet visitors, tell them about FPAT and FortPierceTours.com and distribute booth materials.
- Re-stock booth materials, as needed.
- Keep the booth organized, uncluttered and tidy.
- Dis-assemble the booth and return it and the materials to City Hall on the first work day after an event.

Booth Operation Guidelines

- The most important thing to remember: During your time at the booth, you are representing the Fort Pierce Authentic Tours Program, not your individual business or organization.
- Only FPAT/City of Fort Pierce-authorized materials may be displayed and distributed.
- Dress appropriately, professionally and conservatively. Clean shirts, slacks or modest-length shorts or skirts with clean comfortable shoes are preferred.
- Arrive on time. Your shift may include assembling or dis-assembling the booth.
- Smile – be happy! Look alert, helpful and interested.
- Pleasantly greet people ('Good Morning, Good Afternoon,' etc.) who pass by the booth, whether they look like they will stop or not.
- Engage visitors in conversation. Ask "Have you heard about FPAT or FortPierceTours.com?"
- Avoid standing in groups talking to each other. Visitors may avoid the booth because they won't want to interrupt your conversation.
- Nothing is to be sold at the booth.
- Donations are not to be requested or accepted.
- Do not "stuff" the prize registration box.
- Alcohol consumption, smoking and/or chewing gum are not allowed at the booth.
- Do not read, eat or drink in the booth when visitors are present. Keep food and drinks off the tables.
- Try not to ever leave the booth unattended.
- If you must talk on the phone, please limit your conversations as much as possible.
- Do not use inappropriate language in or around the booth.
- If it is close to the time for your shift to end and no one has arrived to relieve you, please call one of the telephone numbers listed below for assistance.

If you have ANY questions, please do not hesitate to call any of the numbers listed below:

Libby Woodruff – 772-584-1435

Camie Sellin – 772-882-8736

Arlo Koletzky - 772-359-7802

Thank you very much for volunteering to help promote the Fort Pierce Authentic Tours program.

Please sign and date below to acknowledge that you have read and agree to abide by the FPAT Booth Volunteer Responsibilities and Guidelines, as listed on Page 1.

Please also provide an Emergency Contact Name and Phone Number in the space provided below.

Volunteer Signature

Today's Date

Print Name

Phone Number

Email Address

PLEASE PRINT -- Emergency Contact Name **and** Telephone Number

FPAT members are required to volunteer, or to provide volunteers on their behalf, to promote the Fort Pierce Authentic Tours program at least fifteen (15) hours per year at special events, meetings, activities, etc.

Please list the Business Name of the FPAT Member you will be volunteering on behalf of below:

Please **KEEP PAGE 1** for your information and reference.

Please **SUBMIT PAGE 2** of your **completed** Volunteer Registration form:

Email: ewoodruff@city-ftpierce.com

Fax: 772-466-5808 (Attn: Libby Woodruff)

Mail: Libby Woodruff
City of Fort Pierce
100 N. U.S. Hwy. 1
Fort Pierce, FL 34950

Note: You may NOT volunteer until this form is completed, signed, submitted *and* you receive confirmation of receipt.