



# Springfield Police Foundation

## **Volunteer Fact Sheet**

### **Volunteers are required to:**

- Be at least 18 years of age
- Dress appropriately for the occasion
- Have a High School Diploma or GED
- Have reliable, independent transportation
- Meet SPF screening requirements (see application and waiver forms for specifics)

### **Volunteer responsibilities:**

- Arrive 30 minutes early to events to help set up, with some commitments requiring an earlier arrival (only on an as-needed basis)
- Be dependable and follow through on commitments
- Take your responsibilities seriously and complete them to the best of your ability
- Bring a positive team first attitude – how you treat others should shed a positive light on the SPF, negative attitudes will NOT be tolerated

### **Examples of potential duties:**

- Handing out educational pamphlets at events
- Selling t-shirts
- Taking out trash or cleaning bathrooms for events
- Assisting with food preparation and disbursement
- Directing traffic in parking lots
- Assisting with supervision of toys/prizes, etc

**Please note that duties will vary depending on the event being hosted, but a flexible, open mind to do whatever is needed is the most important aspect.**