

ON-SITE VOLUNTEER STAFF GUIDELINES AND HANDBOOK 2023



RED information applies to EarlyBird volunteers *ONLY*.

BLUE information applies to EarlyBird, Raiders and Camp Duffy volunteer residents.

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WELCOME!

The Board of Directors and staff of the Aerospace Center for Excellence (ACE) and SUN 'n FUN (SNF) thank you for joining our Volunteer Staff Program. This document provides guidelines for you to follow while living and working at the SUN 'n FUN Expo campus. The Volunteer Staff program is designed to bring people together from all over the United States and beyond, from all backgrounds and professions, in a spirit of community and mutual respect. The key to our community is to have fun and enjoy each other's company as we execute numerous events and prepare for the annual SUN 'n FUN Aerospace Expo. We ask that as an on-site ACE/SNF Volunteer Staff member, you respect the guidelines listed in the volunteer handbook. Remember: *Have fun and enjoy your stay!*

YOUR CONTACTS AT THE AEROSPACE CENTER FOR EXCELLENCE and SUN 'n FUN:

Volunteer Director	Robin McFarland	863-904-4044 / 863-640-0947 (cell)
Executive Event Director	Laura Vaughn	863-904-4003 / 863-660-2365 (cell)
President & CEO	Gene Conrad	863-644-2431 X177

WHO ARE THE ON-SITE VOLUNTEER STAFF AND WHO IS ELIGIBLE TO USE THE VOLUNTEER CAMPGROUNDS (EarlyBird, Camp Duffy & Raiders) AT ACE/SNF?

On-Site Volunteer Staff are volunteers who contribute significant work hours on the SUN 'n FUN Expo Campus before, during and after the annual SUN 'n FUN Aerospace Expo. **On-Site Volunteer Staff who wish to reside in our campground may not have a residence within 50 miles of the campus.**

SUN 'N FUN AEROSPACE EXPO – MARCH 28 - APRIL 2, 2023

GUIDELINES FOR ARRIVAL & CHECK-IN:

1. Only those volunteers who have been invited by the President of **ACE/SNF** are eligible to reside in the EarlyBird Campground. Invitations are extended on an annual basis after the **ACE/SNF** staff reviews the eligible candidates.
2. The cut-off date for EarlyBird Volunteer arrival is **Sunday, January 8th, 2023**. **All Earlybirds must be on-site and prepared for the work schedule that commences on Monday, January 9th**. Arrival time (before 5 p.m.) and duration of stay must be coordinated with the Volunteer Director. Any exceptions concerning late arrivals after this date or early departures must be approved by the Volunteer Director. (Exceptions can be made for a family emergency, illness, etc.) **Vacations do not qualify as emergencies.**
3. Any invited EarlyBird Volunteer Staff may arrive as early as September/October to reside in the EarlyBird campground as long as arrival is coordinated with the Volunteer Director and they are prepared to fulfill their weekly work commitment. Each able-bodied volunteer staying in a camper in the EarlyBird Campground is required to work 24 hours per week and 32 hours per week during crunch time (see page 7). *****Please Note:** Many volunteer positions are important to **ACE/SNF** and should be treated like a "real" job, please notify the Volunteer Director, your staff supervisor and/or co-worker/fellow volunteer if you are ill, have a doctor's appointment or a schedule change that would impact your daily work schedule.

4. Any volunteer staff who wishes to extend their stay and camp in a full hook-up or dry camping areas in the off-season or during a special event, must notify ACE/SNF before the end of the fly-in expo season or prior to arrival and must be prepared to meet the volunteer hourly requirement for the length of their stay (this includes Volunteer Staff who camp with ACE/SNF year-round). ALL ON-SITE volunteers staying in the campground any part of the summer are required to work 4 days at 24-32 hours per week in exchange for full hook-ups and to offset any monthly storage fee, otherwise, regular camping rates apply.
5. Upon arrival at SUN 'n FUN Expo campus, check-in with the Volunteer Director, who will assist in locating an available campsite. Volunteers are encouraged to arrive 2 or 3 days prior to the work commencement date and during daylight hours to ensure safety during placement and setup of the camping unit. A volunteer arriving after dark is required to park their RV in the general camping area until the next day for everyone's safety and convenience. (General camping area is any non-hookup camp space in the general campground)
6. Please provide the Volunteer Director with all emergency contact information. This information is critical in case of an emergency. Your volunteer contact database record will be updated with your emergency contact's information and will be accessible in case there is an emergency. The Volunteer Director will also maintain this info in a confidential file.
7. If a medical emergency occurs and hospitalization is required, any rehab must be handled at an off-site rehab facility of your choice. ACE/SNF cannot be responsible for the medical needs required during recuperation. ACE/SNF will determine if a volunteer has the ability to meet the job and work hour requirements and if they may return to our workforce after recovery.
8. All EarlyBirds will be required to complete a background check form upon arrival. Once completed, please give the form to the Volunteer Director for processing. This mandatory background check is required by the Polk County School Board because the SUN 'n FUN Expo Campus is the home of the Central Florida Aerospace Academy (CFAA), an aerospace-based high school. This process is required to be renewed every five (5) years. All personal information will be kept confidential. Volunteers must also understand that ACE/SNF is a year-round educational facility and you may be required to interact or work alongside any portion of the student body attending the CFAA or as student guests attending a program on the site.
9. **ACE/SNF** requires all EarlyBird volunteers to remain on-site until the Saturday morning following the final day of the Fly-In – **April 8th, 2023** to help “rehabilitate” the campus.
10. Any Earlybird who wishes to extend their camping stay on campus past the current EarlyBird season (January 9 – April 8, 2023) must request permission to extend their stay and have a work project plan in place to meet the required weekly volunteer work hour requirement (24 Hours – Hours must be submitted to the volunteer office during your entire stay). If these requirements are not met, regular camping fees will apply.
11. Returning EarlyBird volunteers may reserve their space from the previous year. This reservation will be honored through **Sunday, January 8th, 2023**, after this date all spaces will be issued on a first-come, first-serve basis unless prior arrangements have been

approved by the Volunteer Director. Any camper stored in the EarlyBird Volunteer campground that will not be occupied by February 1st may be moved to a secured area; if the campsite is needed.

CAMPGROUND GUIDELINES:

1. Each site is designed to contain one camping unit. No additional hookups (“piggybacks”) are permitted. Any temporary tents (for visiting family or friends) must be approved by Volunteer Director and names must be provided for anyone staying on-site.
2. Observe quiet hours starting at 10:00 p.m. on weekdays and starting at 11:00 p.m. on weekends.
3. While occupying your volunteer campsite, you are responsible for the maintenance of that site. You may be asked by the Volunteer Director to pressure wash your unit or remove excess yard obstructions, etc. Ask your Site Director to assist in repairs of electric pedestals or leaky water faucets.
4. Please park your vehicles and other conveyances on your campsite. Your site lines are determined by road edges and utility pedestals. Most camp spaces are the same dimension but some can be impacted by road design or vegetation. If you require a larger-sized site, please discuss it with the Volunteer Director, we will do our best to accommodate if space is available. Roads need to remain clear in case an emergency vehicle needs to access any of the Volunteer Campgrounds. Motorcycle/storage trailers should be parked on your site. All items must stay within the boundaries of your assigned campsite, even if the site next to yours is vacant.
5. Please notify the Volunteer Director when a camper must be moved off-campus for repairs or if the camper is to be unoccupied for more than 3 days, also provide a departure and return schedule. Volunteers must ensure water hook-ups are turned off and A/C units are set to 80 degrees or more in any unoccupied or stored camping unit. Make sure we have off-site/off-season contact information, in case there is an issue with your rig. **Gray water MUST NEVER be dumped on the ground.**
6. **Fire Extinguishers** are located in Camp Duffy (4), the EarlyBird (6) and Raiders Campground. Please locate the red posts and reference which fire extinguishers are closest to your campsite.
7. All pets must be leashed and controlled by a person or stable structure. You **MUST** clean up after your pet! Do not allow them to disturb other campers – Pets that bark excessively, are aggressive, or anti-social, will not be tolerated. A two pet limit per camping unit.
8. Items such as wooden deck modules and steps must conform to the **ACE/SNF-approved design** and remain within the boundaries of your site. Placement of a grill and one **small refrigerator** are also authorized for your site.

9. **Requirements to place an RV Metal Roof Structure on-site:**
 - Volunteer must have an approved campsite secured and has completed at least two full years of volunteer service to qualify and be approved.
 - Must be approved by ACE/SNF Executive Committee
 - Built by a licensed contractor to specific design guidelines approved by SUN 'n FUN and the structure must be anchored and hurricane rated.
 - Owner is fully responsible for any damage created by the structure; insurance coverage is required.
 - Structure must be erected within the boundaries of the assigned campsite and must not impede the access of any other campsite.
 - When the site is vacant, SUN 'n FUN will be permitted to rent the camp space with a covered structure. The current renter will be responsible for documented damages if they occur.
 - If the structure owner wishes to sell to another volunteer, the volunteer must be eligible and approved for the campsite where the cover is located.
 - Cover must be removed from site within 30 days of final departure. If the structure remains on site after this period, it will become the property of ACE/SNF.
10. Prohibited items include: enclosed porches (except for the screened porches attached to awnings on the RV), room additions, carports, storage units/tents, pet houses, **fireplaces/fire-rings or permanent cooking grills**. No fencing is allowed between campsites. Temporary clothes lines can be set up but **MUST** be stored or collapsed **when not in use**.
11. Personal Mail – Each season after our volunteers have departed, we continue to receive personal mail that will not be forwarded by the post office. We recommend getting a P.O. Box at the post office, UPS store or Fed Ex office so personal mail can be managed and forwarded easily.
12. Our site is very busy and traffic patterns may be impacted anytime by on-site facility rentals, tenants and vendors conducting set up operations for the Expo. Please drive slowly and safely throughout the grounds, especially as preparations escalate for the Expo.
13. **ACE/SNF** Equipment (Including vehicles & golf carts)
 - You may be assigned an EarlyBird job that will require you to check out items from the Tool Crib in Maintenance. A Volunteer ID card is required to make equipment check-outs. A Volunteer ID Card is requested through the Volunteer Director's office. Once you have been assigned, it should work for you through your duration as a volunteer.
 - **ACE/SNF** equipment, including vehicles and golf carts may be issued to you depending on your job assignment. All vehicles and carts will be signed out through the tool crib, once the Deputy Site Director has approved the work assignments. Volunteers who are assigned vehicles will be responsible for keeping them fueled, generally maintained, and clean. **All golf carts will be made available to the maintenance or events department upon request during on-site events as needed.**
 - **ACE/SNF** provides golf carts and other vehicles to many volunteers to complete their jobs. *There are not enough golf carts for individual volunteers to take a SNF cart home*

for personal use. If you need to have a full-time cart for personal use, please bring your own golf cart and provide the required proof of insurance.

- **All ACE/SNF golf carts and vehicles** issued by Maintenance must be returned to Maintenance by **Saturday, March 25th**, prior to the start of the Aerospace Expo for redistribution. The above requirement applies even if you are utilizing a vehicle in another SUN 'n FUN operation, e.g. the Museum, Finance, Buehler, IT or Education dept.
- **EXPO Operations:** Maintenance golf carts and other vehicles may be issued to Area Chairman on a 24/7 basis if the volunteer is on call or as the Site Director requires. All other volunteers will turn their carts in DAILY. (Volunteers may be assigned a SUN 'n FUN cart, but it is to be parked in a designated area each night during the event.)

ON-SITE VOLUNTEER GUIDELINES:

1. **If a couple is invited to be On-Site Volunteer Staff and both reside in any Volunteer Campground, both volunteers should be able to walk without assistance and lift at least 30 pounds.** Each able-bodied volunteer is required to work a minimum of 24 hours to a maximum of 32 hours based on the needs of **ACE/SNF, except during “CRUNCH TIME” (see section 7 below)**. Some projects will require more volunteer work hours than others. If a volunteer chooses to work more than 32 hours a week, it is completely voluntary. Work hour exceptions are considered on a case-by-case basis and must be approved by Volunteer Director.
2. On-Site volunteer campers are required to coordinate with the Volunteer Director for approval to work in a specific area. If during the course of their stay, a change in the work area is requested, the Volunteer Director will approve all new work assignments. **ACE/SNF** wants this to be an enjoyable volunteer experience for everyone.
3. Volunteer Staff are responsible for their personal health insurance coverage. As a volunteer, you will not qualify for SUN 'n FUN health or workman's comp insurance. Also, any private equipment or vehicle, or personal property brought onsite to live in or use on-site during your stay; must be covered by your personal insurance.
 - If you are injured, please seek immediate medical attention
 - Report the incident or injury to the area supervisor or to the Volunteer Director so a report can be filed with our risk management office.
 - If necessary, document the incident.
4. **HOLD HARMLESS** – THE UNDERSIGNED, RELEASOR, FOR HIMSELF AND ON THE BEHALF OF HIS OR HER PERSONAL REPRESENTATIVES, HEIRS, AND ASSIGNS, HEREBY WAIVES, RELEASES, DISCHARGES, AGREES NOT TO SUE AND AGREES TO HOLD HARMLESS any Releasee (who or which shall be defined for purposes of this document as the SUN 'n FUN Fly-In, Inc., Aerospace Center for Excellence, Inc. the City of Lakeland, Florida and any of the respective officers, directors, agents, contractor employees, or volunteers) for and from any and all liability to the undersigned or to his or her personal representatives, assigns, or heir for any loss or damage which may result from any injury to the person or to the property or the death of the undersigned, whether such

loss or damage or injury or death is caused by the negligence of any Releasee or otherwise, occurring before, during, or after the Fly-In.

It is specifically understood and agreed by the undersigned that the said campgrounds are made available to and used by the undersigned and all the persons in his or her camping party solely at the risk of said users and NO LIABILITY OF ANY KIND IS TO BE ASSERTED OR CLAIMED AGAINST ANY RELEASEE.

It is further agreed that the undersigned agrees not to sell, demonstrate, or traffic in any kind of merchandise, or distribute literature, or otherwise carry on any commercial business of any kind, in any campground, at any time at the Lakeland Linder International Airport.

SUN 'n FUN Fly-In, Inc. reserves the right in its sole and absolute discretion to bar any person or entity that is not in keeping with the character or purpose of SUN 'n FUN, as determined solely and exclusively by SUN 'n FUN Fly-In, Inc. SUN 'n FUN Fly-In, Inc. is a private, non-governmental entity and control all access to the event site and all access and use of its property and reserves the right to exclude anyone at any time from the event site and access to its property. The signing of the HANDBOOK REVIEW CONFIRMATION / VOLUNTEER AGREEMENT portion of this Handbook is an acknowledgment of and agreement to be bound by the SUN 'n FUN Fly-in, Inc. Rules and Regulations set forth above.

5. On-Site volunteers are **required** to keep track, record and submit their volunteer time to the Volunteer Office on a monthly basis. These records help **ACE/SNF** acquire grants and donations. When **ACE/SNF** applies for a grant, volunteer hours are valued at \$24.69/hour. Volunteer hours are hours worked toward an assigned project or task. This does not include doctor/dentist appointments, lunch; laundry, shopping or taking breaks at your camper.
6. A regular Volunteer staff's weekly work schedule is Monday – Thursday. You may be asked to work on a Friday for a specific task or project and/or on the weekends to support ACE/SNF Facility Rental events. If this is the case, your regular weekly schedule can be modified to accommodate these work schedule changes.
7. The **SUN 'n FUN Aerospace Expo** will be held **March 28 – April 2, 2023 – CRUNCH TIME**, *"All Hands on Deck"* commences 3 weeks prior to opening day - **March 6 - 27, 2023**. During this time all On-Site Volunteers are required to be available **8 hours** per day including weekends. If you have completed your job assignment, you are encouraged to jump in and assist in another area or check with the Volunteer Director for further work assignments. This is to ensure all the necessary preparations are completed without exceptions. Please coordinate with your work supervisor if you must report to your fly-in volunteer position prior to **Monday, March 27th**.
8. **CODE OF CONDUCT** – All volunteers and staff must practice courtesy, respect each other's privacy and be good neighbors. All volunteers are encouraged to follow the rules, as this is why most disputes arise. If you have difficulty with a particular rule, please discuss it with the Volunteer Director.

Volunteers are encouraged to settle any personal disputes amongst themselves, if this cannot be accomplished, all parties must meet with the Volunteer Director in an open

quorum to mediate and attempt a settlement. If a settlement is not reached, the issue will be addressed by the paid staff chain of command.

On-site volunteers may be asked to leave at any time or may not be invited back to the SUN 'n FUN campus for any or (all) of the following reasons:

- Inappropriate conduct
 - Failure to fulfill work obligations
 - Failure to accept an assigned job
 - Constant operational or behavioral distractions or interruptions
 - Failure to adhere to campground guidelines
 - Unruly pets.
9. **EXTENDED STAY** - All Volunteer Staff who plan to reside on-site during the Expo and have a camper with hook-ups will be required to have an Expo volunteer position secured with a chairman and meet their work requirements. Some volunteers will continue their EB support roles as electricians, plumbers, etc. throughout the event. Depending on the Expo volunteer work area, you may be required to work more than the weekly requirement of 24 hours.
 10. You must notify the Volunteer Director if there is a need for you to secure off-site employment for medical benefits, each situation will be reviewed independently. EarlyBird volunteer staff are encouraged not to obtain off-site employment.
 11. Laundry facilities are available on-site and open 24 hours. Washers/dryers are \$1.00 a load, which provides funds for the maintenance of the machines. Laundry facilities are located in the southwest corner of Camp Duffy. You can obtain the code from the Volunteer Director. DO NOT SHARE THIS CODE WITH ANYONE YOU DO NOT KNOW TO BE A FULL-TIME VOLUNTEER.

BENEFITS & REQUIRED MUSEUM PARTICIPATION:

1. **Volunteer Lunches:** On-Site volunteers are encouraged to enjoy lunches at the Volunteer Kitchen, which officially opens on **Monday, January 9th**. Lunches are \$2.00 for volunteers and \$4.00 for guests.
2. **The Fly-Out Dinner**, which celebrates everyone's efforts to make the Expo successful, is typically scheduled on Friday evening following the completion of the Expo event.
3. **Florida Attraction Share** - Volunteers may get discounted admission coupons to numerous local attractions. For a current listing of venues or to request an attraction coupon, please Brenda in the Finance Office in the SkyLab Innovations Center. Please make the request as early as possible to provide this process time to be completed. Same-day requests are not guaranteed.
4. **Museum Memberships - All On-Site Volunteer Staff residing on the SUN 'n FUN Expo Campus must be Aerospace Discovery at Florida Air Museum members. A museum membership is required:** Failure to purchase a museum membership will result in loss of campsite preference. On-site Volunteer staff membership rates are DISCOUNTED

- **Individual Membership** - \$20.00, **Dual Membership** - \$35.00 and **Family Membership** (up to 4) - \$60.00. **Lifetime Memberships** are also available. Your discounted membership supports the continued efforts and growth of the Aerospace Educational Programs at the Aerospace Center for Excellence.
- In recognition of your help to build the next generation of **Aerospace Professionals**, your membership also includes:
 - **Free or discounted admission to over 200 Science and Technology Museums around the nation.** (Through our membership in the Association of Science and Technology Center) reciprocal membership information can be found at **www.astc.org**
 - Free admission to the Aerospace Discovery at the Florida Air Museum for one full year.
 - Discount (10%) in the Florida Air Museum gift shop in the SkyLab Innovation Center.
 - Invitations to Aerospace Discovery at the Florida Air Museum “MEMBERS ONLY events.

EMERGENCY 911 CALLS:

Make all 911 calls from the Emergency phone located on the wall next to the stage in the Birds Nest. When the operator asks if your location is 4410 Aaron Morgan Road, please respond by saying “YES”. *This will ensure the Operator has the correct address to pass along to the emergency vehicles.* After your 911 call has been completed, contact the Volunteer Director (863) 640-0947 or Tim Wells (717) 648-2337 and alert them to the emergency situation. Please have a person at the Medulla gate (main entrance) and at the Aaron Morgan gate to direct emergency vehicles to the appropriate site.

When making a 911 call by personal cell phone, you will need to inform the dispatcher that you are in Polk County, at the Lakeland Linder International Airport. You will be transferred to Polk County EMS system. You will need to provide your location. If you are an EarlyBird volunteer camper, your location is 4410 Aaron Morgan Road, Camp Duffy/Raider campers, please use 4175 Medulla Road and have a person at the main **ACE/SNF** entrance gate to direct emergency vehicles.

ICE (In Case of Emergency) To assist emergency personnel, you are asked to add your emergency contact to the address book on your cell phone, enter the word ICE and list your emergency contact’s name...then enter their telephone number. (Example ICE Michael 863-644-2431). Emergency personnel will recognize “ICE” in your contacts and make contact if required. This is just another way to help you in any emergency situation, especially if you are unable to communicate important health-related information.

GUIDELINES FOR DEPARTURE CHECK-OUT & STORAGE:

1. To store a camping unit on the SUN 'n FUN Expo Campus during the off-season, the following guidelines must be followed. **ACE/SNF** is not responsible for any loss of your property. When securing the campsite for departure, please make sure that:
 - Your vacated campsite area is “**Storm Ready**” and “**Hurricane Secure**”. Check with Maintenance for special instructions.
 - Camp space is cleared of all trash.

- You have removed loose items from the deck and labeled decking with your name **(strongly suggested)**.
 - Air Conditioners are set to 80° or higher.
 - All water **must** be turned off and sewer hoses **must** be detached and stored.
 - **Mailboxes must be taken down and stored.**
Personal belongings **must** be removed and stored in an approved location, and/or tied down.
2. **After-Event Storage:** There will be a charge of **\$30 per month or \$300 for the year** to store your RV in any on-site volunteer campground. This fee covers all year-round campground maintenance. Storage fees are due for any month that the volunteer is not on-site working and meeting the work hour requirement. Upon departure, volunteers must pay storage fees to the Volunteer Director, Finance Dept. or online. (ask for a link).
- All personal vehicles used on site, including camper must be covered by insurance during use and storage. Storage of all golf carts, bicycles, etc. must be coordinated with the maintenance office and Volunteer Director. **A storage fee of \$10 per item will apply.**
 - If you wish to store ANY items (golf carts, bikes, etc.), please contact the Site Director prior to departure. **Make sure items are labeled with a name and contact information.** *Items stored without appropriate coordination will be removed.*
 - If you plan to store your RV in the campground, please provide a key to the maintenance department so your rig can be accessed in case there is an issue.
 - The Bird's Nest in the EarlyBird Campground and Jo's Place in Camp Duffy are **NOT** approved storage facilities! Any property left on the SUN 'n FUN Expo campus without an approved removal date becomes the property of **ACE/SNF** after a period of six months.
 - **All ACE/SNF keys you may have accumulated during the year MUST be returned to the KEY Department in maintenance before departure.** They can be kept in a separate storage area so you can get the same keys back when you arrive next year.
3. **Please detach the CAMPSITE DEPARTURE CHECK-OUT CHECKLIST from the back of this handbook and use it to prepare for your site for departure. Each volunteer is required to complete this checklist, sign it, and return it to the Volunteer Director prior to departure.**

MISCELLANEOUS INFORMATION:

Gates: If you unlock a gate, please re-lock it! The campground Social Events Coordinator/SEC can provide the electronic gate combinations for late evening returns. (Main entrance gate)

Internet Service: Wireless internet service is provided to on-site volunteers at the discretion and courtesy of **ACE/SNF**. Please ask for the password from the Volunteer Director.

Picnic Tables: On-site volunteers may **borrow ACE/SNF** picnic tables for use at their campsite when not being used for other year-round activities, including the Expo.

EarlyBird Buddy: Buddies will be assigned on a case by case need. We need positive, established volunteers to be mentors—guys with guys & gals with gals.) This program is to accelerate the transition of a new EarlyBird into the EarlyBird family. Once assigned, the veteran EarlyBird will share information on the ACE/SNF culture, activities, operations and knowledge of the site and local community with our new EarlyBird volunteers prior to or upon arrival. Let the Volunteer Director know if you are interested in becoming a Buddy.

Good Neighbor: You may be assigned to another EarlyBird volunteer/neighbor. As a “Good Neighbor”, we request that you keep an eye open for any problems, especially after an illness, they have suffered an accident or been through a stressful time. This will ensure that all volunteers feel included and not left out or forgotten in difficult times.

VOLUNTEER MAIL & PACKAGES: The **ACE/SNF** business phone number is 863-644-2431

Regular Mail

(Your Name)
4410 Aaron Morgan Rd., lot #
Lakeland, FL 33811

Packages Only

(Your Name)
SUN ‘n FUN
4250 Maintenance Way
Lakeland, FL 33811

LOCAL MEDICAL FACILITIES:

South Florida Baptist Hospital (Closest ER)

301 N. Alexander St. **Plant City, FL**
Main number: 813-757-1200

Lakeland Regional Medical Center (Hospital)

1324 Lakeland Hills Blvd., **Lakeland, FL**
Main Number: 863-687-1100

Watson Clinic South – East of Oakbridge Publix

1033 N. Parkway Frontage Rd., **Lakeland, FL**
Main Number: 863-647-8011

Lakeland Regional Health Clinic - Main Campus

130 Pablo St., **Lakeland, FL**
Main Number: 863-284-5000

Watson Clinic – Main Campus & Urgent Care

1600 Lakeland Hills Blvd., **Lakeland, FL**
Main Number: 863-688-7000

E/R 24/7 – Dept. of Brandon Reg. Hospital

3526 S. Florida Ave., **Lakeland, FL**
Main Number: 863-400-4747

Watson Clinic – Highlands

230 E. County Rd. 540A, **Lakeland, FL**
Main Number: 863-607-3333

Bartow Regional Medical Center

2200 Osprey Blvd., **Bartow, FL**
Main Number: 863-533-8111

Watson Clinic - Plant City

615 E. Alexander St., **Plant City, FL**
Main Number: 813-719-2400

Brandon Regional Hospital - Walk-In E/R Only

3065 James L. Redman Parkway, **Plant City, FL**
Main Number: 813-759-4900 - Next to Aldi

Winter Haven Hospital

200 Avenue F. NE, **Winter Haven, FL**
Main Number: 863-293-1121

ACTIVITIES PLANNED FOR VOLUNTEER STAFF:

- **New Volunteer Orientation Meeting** will be held at **8:00 a.m., Tuesday, January 10, 2023**. This meeting will be held in the SkyLab Innovations Center, upstairs in the Eickhoff Conference Room. The agenda for this meeting will cover many operational items such as, Buddy & Good Neighbor programs, and administrative responsibilities (time sheets, mail services, WiFi, gate procedures and laundry room access codes and the background check process, etc.) and a site tour.
- **Town Hall Meetings:** Regularly scheduled Town Hall Meetings are usually held every two weeks on Friday starting January 13, 2023 at 8:30 a.m., until the SUN 'n FUN Aerospace Expo. This meeting will be held in the SkyLab Innovations Center, upstairs in the Eickhoff Conference Room. You will be provided a schedule upon arrival. These informal get-togethers offer an excellent opportunity to share important information, ask questions, voice concerns and get to know each other. All volunteers are encouraged to attend and participate so that we can all stay well informed. All volunteers are encouraged to attend.
- **SUN 'n FUN Aerospace Expo Chairman/Volunteer Meetings** provide status and changes of event operations. Meetings are held on Saturdays usually in February and March before the SUN 'n FUN Aerospace Expo. Registration is required for each meeting.
- **EarlyBird Campground Evening Activities include:**
 - Monday - Horseshoes
 - Tuesday - Game Night
 - Wednesday - Dinner Out
 - Thursday - Bocce Ball
 - Sunday - Campfire and Potluck and other events as needed or wanted.

REMINDER - Observe quiet hours starting at 10:00 p.m. on weekdays and starting at 11:00 p.m. on weekends.

VOLUNTEER JOBS:

For an up-to-date list of available jobs, we **strongly** encourage you to go through the Volunteer Director to secure a position so new volunteers will be spread out evenly and where needed. The Volunteer Director will talk to you to determine where your talents may best serve our mission. Volunteer jobs may include (but are not limited to) electrical, carpentry, plumbing, vehicle maintenance, sign shop, tool control, landscaping, event preparation, sales & marketing support, expo planning, aircraft maintenance and restoration, museum support, education programs, student support in Lakeland Aero Club Hangar, office support and many more! Also, remember, that your Fly-In Expo job may be different during the Show. *You are also required to have a volunteer assignment during the SUN 'n FUN Aerospace Expo.*

Please feel free to ask your fellow volunteers or consult the internet or GPS system for nearby grocery stores, pharmacies, churches, restaurants, etc. **ACE/SNF** cannot recommend any business, church, restaurant, or activity above another. It should be a personal choice.

THANK YOU FOR BEING PART OF THE SUN 'n FUN FAMILY...
WE VALUE YOUR SUPPORT AND ENJOY YOUR FRIENDSHIP!

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