

EARLYBIRD VOLUNTEER STAFF  
GUIDELINES AND HANDBOOK

2026



**SUN 'n FUN**®  
***EXPO CAMPUS***

## WELCOME TO SUN 'n FUN!!

The Board of Directors and staff of the Aerospace Center for Excellence (ACE) and SUN 'n FUN Aerospace Expo (SNF) thank you for joining our EarlyBird and Volunteer Staff Program. This document provides guidelines for you to follow while living and volunteering on 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 year-round events and prepare for the annual SUN 'n FUN Aerospace Expo each spring.

The ACE/SNF Campus is the home to the SUN 'n FUN Aerospace Expo, one of the world's largest fly-ins and airshows. Our mission is to Engage! Educate! And Accelerate the Next Generation of Aerospace Professionals. The next SUN 'n FUN is scheduled April 14-19, 2026, and this is one of our primary fund raisers. We achieve our mission throughout the year by supporting the Central Florida Aerospace Academy, a Polk County Public High School, on campus. It is the first of its kind STEM and aviation based high school. In addition, we provide monthly scholarships for students pursuing piloting certificates, all fifth graders in our county are invited for a field trip to our STEM lab-classrooms and a trip through the Florida Air Museum. We also have a monthly speaker series, have two weekly story times for different aged kids and an aviation themed playground, all in support of our mission.

Every year we strive to make each SUN 'n FUN event better and to reach more kids to achieve our mission. You are an important part of that. Volunteer hours count for many reasons, one of which is that your volunteer hours help us receive grants and donations.

We ask that as an EarlyBird ACE/SNF Volunteer Staff member, you respect and adhere to the guidelines listed in this volunteer handbook.

Remember: Have fun, stay safe and enjoy your stay!



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

### **President & CEO**

Gene Conrad     937-902-8538

### **Executive Director of Expo Operations**

Laura Vaughn     863-904-4003/863-660-2365

### **Volunteer Director:**

Angela Mann Office 863-904-4044

Mobile 863-602-1013, [amann@flysnf.org](mailto:amann@flysnf.org)

### **Executive Director Site Department**

Tim Wells

717-648-2337

### **Main ACE/SNF**

863-644-2431

## What is an EarlyBird SUN 'n FUN Volunteer?

- ✈ An EarlyBird SUN 'n FUN Volunteer is an individual or couple whose primary residence is located at least 50 miles from the SUN 'n FUN campus. In exchange for a full-service RV hook-up, the EarlyBird Volunteer agrees to:
- ✈ Volunteer for approximately four months (dates listed below)
- ✈ Provide a minimum of 24 volunteer hours each week per individual in exchange for full RV hook-up
- ✈ Contribute up to 40 hours per week during “Crunch Time”, as defined by SUN 'n FUN.

## EarlyBird Volunteer Guidelines

- ✈ EarlyBird Volunteers are seasonal volunteers in a volunteership/camp agreement. The EarlyBird dates generally are the three months leading up to and one week after the Fly-In. The dates are adjusted annually to accommodate the Fly-In. The EarlyBird role is volunteering in exchange for full RV hookup.
- ✈ For 2026, the EarlyBird Dates are January 5 through April 25.
- ✈ EarlyBirds Arrival are required to be on-site no later than Sunday January 5, 2026, by 5:00 p.m. Any exceptions concerning late arrivals after this date, or early departures, must be approved by the Volunteer Director.
- ✈ It is recommended that you arrive 2–3 days early and during daylight for safety; if you arrive after dark, you must stay in general camping until morning.
- ✈ All open camping spots are available on a first-come, first-served basis. Early arrivals will have the opportunity to choose their preferred location from the available sites.
- ✈ Upon arrival, please check in at 4250 Maintenance Way, Lakeland, FL 33811 (Maintenance Department).
- ✈ Required New EarlyBird Orientation: Monday, January 6, 2026, at 8:30 a.m.
- ✈ Returning EarlyBirds & Nesters: Required Re-Orientation Monday, January 6 at 2:00 p.m. 🧑🏻
- ✈ Minimum volunteer commitment is 24 hours per week (typically 4 six-hour days).
- ✈ Couples must both meet volunteer requirements.
- ✈ Volunteer hours do not include appointments, lunch, or camper breaks.
- ✈ 'CRUNCH TIME' is 3 weeks before the Fly-In; We ask for 8 hours/day volunteering including weekends are required during this period.
- ✈ If a project you are helping with finishes early, check in with the Volunteer Director for reassignment.
- ✈ Each EarlyBird Volunteer will have a volunteer assignment during the months leading up to the SUN 'n FUN Aerospace Expo. They will also have a Fly-In assignment that may be different than their EarlyBird assignment. Volunteer positions are picked by both the volunteer and the Volunteer Director based on skills, interests and organizational needs. We try to be flexible and want you to have an enjoyable experience volunteering. We expect flexibility with regard to job duties.
- ✈ Notify the Volunteer Director if you must report to your Fly-In volunteer position before Monday, April 13, 2026.
- ✈ EarlyBirds Early Arrival may arrive as early as Monday, September 1, with approval, and must stay through Saturday, April 25, 2026, to assist in post-show campus rehab.

- ✈ Staying longer beyond April 30 requires approval, a project plan, and 24-hour/week volunteer commitment or will be invoiced at regular camping rates.
- ✈ It is the volunteer's responsibility to keep contact information up-to-date with the Volunteer Director.
- ✈ It is the volunteer's responsibility to provide both on-site and off-site emergency contact information.
- ✈ Background checks are required (every 3 years) via Sterling Volunteers; ACE/SNF covers the cost of this.
- ✈ Cybersecurity training will be required for volunteers using ACE/SNF computers and will be provided as part of the orientation.
- ✈ Volunteers are required to maintain and submit time sheets monthly. Time sheets must be submitted by the 5th of each month for the previous month's hours. This is critical for accurate recordkeeping and volunteer benefit tracking.
- ✈ Volunteers must have a contingency plan in case you're unable to continue volunteering, in the case of injury, illness or other circumstances.
- ✈ Changes in volunteer position area must be approved by the Volunteer Director.
- ✈ Returning as an EarlyBird requires reapproval and an invitation each season. Prior performance and current needs will be evaluated by management.
- ✈ Camp spot reservations from the prior year will be held through January 5, 2026. After that, your previous spot may be utilized by another volunteer.
- ✈ Unoccupied campers in EarlyBird campground by Tuesday, January 20 will be moved to storage.
- ✈ Buddies will be assigned to help new EarlyBirds if needed; experienced volunteers may volunteer to be mentors.
- ✈ Notify the Volunteer Director if off-site employment is needed for medical benefits. Each case is reviewed individually.
- ✈ EarlyBirds must have personal health insurance. SUN 'n FUN volunteers do not qualify for workman's comp. Personal property must be insured.
  - ✈ **Volunteer Accident Insurance:** ACE/SNF maintains a blanket accident insurance policy that provides limited coverage for authorized volunteers during ACE/SNF-supervised activities.
  - ✈ This coverage is secondary and applies only to accidents occurring during official volunteer duties.
  - ✈ It is not a substitute for personal health insurance.
  - ✈ Volunteers are expected to exercise caution and personal responsibility at all times. Filing a claim does not guarantee payment; all claims are subject to review and determination by the insurance provider.
  - ✈ ACE/SNF does not assume responsibility for any injuries or medical expenses incurred while volunteering. Any accident-related claims are subject to review and determination by the organization's insurance provider. For questions, contact the Volunteer Director.
- ✈ Injuries must be reported immediately to a staff member so proper documentation can be filed.
- ✈ Rehab must be handled off-site. Return to volunteer status will be evaluated by ACE/SNF.
- ✈ Pets must be leashed, well-behaved, and cleaned up after. Max 2 per unit.
- ✈ Any modifications or additions to campsites require prior written approval from SUN 'n FUN On-Site Management. We do not allow fencing between campsites. Temporary clotheslines must be collapsed/stored when not in use.
- ✈ Decks must follow approved design and stay within site bounds. Grills and fridges are allowed. Prohibited structures include, but are not limited to:

- ✈ Enclosed porches (except screened RV porches)
  - ✈ Metal roofs
  - ✈ Room additions
  - ✈ Carports
  - ✈ Pet houses
  - ✈ Any permanent or semi-permanent add-ons
- ✈ Existing structures that were previously installed are grandfathered in but must be removed within 30 days of the volunteer's departure from the campground.
- ✈ We recommend a PO Box for personal mail. First class mail only will be forwarded after your departure at your expense.
- ✈ To provide a safe environment, please drive slowly and safely at all times. Obey all speed limits, traffic patterns and avoid restricted areas during private events.
- ✈ The minimum age to operate a golf cart or utility vehicle on-site is 16 years old. All drivers must have a valid driver's license on file with the Volunteers Office prior to operating any vehicle. Drivers under 18 years of age must also provide written parental or guardian consent before being permitted to drive on campus.
- ✈ Quiet hours begin at 10:00 p.m. on weekdays and 11:00 p.m. on weekends. Please be respectful of your neighbors.

## SUN 'n FUN EarlyBird Volunteer Camping Code of Conduct

Thank you for choosing to volunteer and camp at SUN 'n FUN. As a camping volunteer, you are an integral part of our community. In order to ensure a positive and enjoyable experience for all, we ask that you adhere to the following rules and guidelines.

### *Arrival Policy*

- ✈ Check in with the Volunteer Director at 4250 Maintenance Way, Lakeland, FL 33811.
- ✈ Arrivals after dusk must park in the general campground until daylight for placement.

### *General Volunteer Code of Conduct*

- ✈ Practice respect, courtesy, and professionalism at all times.
- ✈ Respect the privacy and property of others.
- ✈ Communicate calmly with the Volunteer Director if issues arise.
- ✈ Personal disputes should be resolved respectfully or mediated by the Volunteer Director.

### **Volunteers may be asked to leave or not be invited back for:**

- ✈ Inappropriate conduct
- ✈ Failure to fulfill volunteer hour obligations
- ✈ Failure to accept an assigned position
- ✈ Constant operational or behavioral distractions
- ✈ Failure to adhere to campground guidelines
- ✈ Aggressive, unruly pets or poor pet maintenance and care (cleaning up after pets)
- ✈ Poor stewardship of SUN 'n FUN property or reputation
- ✈ Inappropriate behavior or actions toward others
- ✈ Theft of any property
- ✈ SUN 'n FUN reserves the right to remove any individual or their property from SUN 'n FUN property at any time, for any reason, at its sole discretion

### *Camping Guidelines and Adherence to Rules*

- ✈ Follow all RV hookup, utility, and waste protocols.
- ✈ No RV movement after dark.
- ✈ No gray/black water dumping on-site.
- ✈ No drone use or helium balloons.
- ✈ Avoid amplified noise within quiet hours.
- ✈ Proof of insurance is required for all RVs and vehicles.
- ✈ Park vehicles in designated areas; unauthorized ones may be towed.
- ✈ Each site is for one camping unit only. Guest tents must be pre-approved.



- ✈️ Guests may not use your RV if you are not present.
- ✈️ Visible EarlyBird camping and vehicle permits will be provided and must be displayed during the Fly-In.
- ✈️ Maintain a tidy campsite. Pressure washing may be requested.
- ✈️ Vehicles and trailers must remain within site boundaries.
- ✈️ Notify Volunteer Director if RV will be unoccupied for 14+ days.
- ✈️ Extended stays beyond April require an approved volunteer position and hours or will be billed for regular camping rates.
- ✈️ Storage fee of RVs after Fly-In incurs \$40/month plus tax/fees
- ✈️ You must provide off-season contact info and camper key to ACE/SNF if leaving RV.
- ✈️ Secure personal items. SUN 'n FUN is not responsible for lost items.
- ✈️ Shower houses and portable toilets are available.
- ✈️ Propane service: use Propane Ninja (they deliver locally) or your preferred vendor.
- ✈️ SUN 'n FUN reserves the right to remove any individual or their property from SUN 'n FUN property at any time, for any reason, at its sole discretion.
- ✈️ Volunteers are granted temporary access to the ACE/SNF Grounds as part of their participation in the SUN 'n FUN volunteer program; this does not constitute a landlord/tenant relationship under Florida law.
- ✈️ Subletting, sharing, or transferring occupancy of any assigned campsite, RV space, or lodging area is strictly prohibited. Only the approved volunteer(s) listed on file may stay in the designated area.
- ✈️ Borrowed picnic tables may be reclaimed for Fly-In use.
- ✈️ Relock gates after unlocking. No faux-locking.

### *Camping Etiquette*

- ✈️ Respect quiet hours: 10:00 p.m. – 8:00 a.m.
- ✈️ Keep your site and common areas clean.
- ✈️ Respect others' space and privacy.
- ✈️ Be considerate in shared areas like picnic tables.
- ✈️ Leash and clean up after pets.
- ✈️ Use designated dumpsters for trash.

### *Golf Carts and Bicycles*

- ✈️ Private golf carts are allowed in campground and cart paths only during the fly-in.
- ✈️ Volunteers who will be operating any vehicles (including golf carts or personal vehicles for event use) must provide a copy of their valid driver's license and proof of insurance to the Volunteers Office prior to operating any vehicle on campus.
- ✈️ Bicycles are allowed in the campground but they are not allowed on airside.

- ✈ Obey 10 mph speed limit.
- ✈ Drivers must be 16+ with valid license and written consent on file. Different rules and access may apply during the fly-in.

#### *Guidelines for Departure Checkout and Storage*

- ✈ Notify the Volunteer Director early if storing your unit.
- ✈ Storage is \$40/month + tax/fees for inactive volunteers or unused units or trailers. Prepay for discount.
- ✈ Storm/hurricane preparation must be done when leaving: secure items, clean site, shut off water, detach hoses, and store loose items.
- ✈ Mailboxes must be removed. Personal items stored or tied down.
- ✈ Bird's Nest and Jo's Place are not storage areas or golf cart depots.
- ✈ Unclaimed property becomes ACE/SNF property after 6 months.
- ✈ Submit mail forwarding with USPS prior to Fly-In as it may take up to three weeks.

### EarlyBird Volunteer Perks

- ✈ Volunteer Lunches: Active Volunteers are encouraged to enjoy lunches at the Volunteer Kitchen. The cost is very small, food is homecooked and prepared on site daily, Monday-Thursday each week.
- ✈ We have regular Town Hall meetings. These informal get-togethers offer an excellent opportunity to share important information, ask questions, share experiences, voice concerns and get to know each other and staff. All volunteers are encouraged to attend and participate so that we can all stay well-informed and eat donuts.
- ✈ Evening volunteer activities in the campground: Bocce, horseshoes, corn hole, game nights, eating out, poker night, campfires and potlucks. Suggestions welcome.
- ✈ The Taildragger Party closes out our Fly-In, it is our end of show party for volunteers. We usually have a DJ, dancing, drinks and delicious food. We have this on the last day/Sunday of the fly-in at 7:00 pm at the pavilion after the show has closed and equipment has been put away.
- ✈ The Fly-Out Lunch is for all of our wonderful Volunteers to celebrate everyone's efforts to make the Expo successful, and is scheduled for Friday, April 24, 2026, at 11:00 at Prop 75. This is our way of saying a final Thank You to all of those that helped us achieve another phenomenal SUN 'n FUN Aerospace Expo.
- ✈ Access to the Birds Nest, a pavilion in the EarlyBird campground with a kitchen, pizza oven, grills, games, tables and chairs for get-togethers
- ✈ All EarlyBird Volunteer Staff will be given individual annual Florida Air Museum memberships. This will give you 10% off in the gift shop and has reciprocal membership with the Association of Science and Technology Center, [www.astc.org](http://www.astc.org)

- ✈ Complimentary Wi-Fi! You will be given the password after arrival and checking in with the Volunteer Director
- ✈ All EarlyBirds will have access to the program Attraction Share, a discounted Florida attraction program [https://floridaattractions.org/as\\_terms\\_conditions/](https://floridaattractions.org/as_terms_conditions/) for the duration you are here
- ✈ We have a Volunteer Laundry located in the southwest corner of Camp Duffy. You can obtain the code from the Volunteer Director. It is open 24 hours/day. Washers/dryers are donation based, which provides funds for the maintenance of the machines. Please use these machines gently, rinse out very dirty clothing first, do not put shoes/boots in the dryer and leave the machines and area clean. PLEASE DO NOT SHARE THIS CODE WITH ANYONE.
- ✈ The Maintenance building has a large breakroom where coffee, iced tea, lemonade and Gatorade is always available. We always have abundant bottled water, and ice is available for volunteers. Donations are gladly accepted.
- ✈ You will receive a weekly admission Volunteer wristband for SUN 'n FUN and are invited to attend the fly-in when not volunteering.
- ✈ You will receive two complimentary Day of Choice passes for SUN 'n FUN to share with friends or family
- ✈ Volunteer hours and years are tracked. Volunteers receive service pins for volunteering for 5 years or more.

## ACE/SNF Equipment (Including vehicles & golf carts)

You may have a position that will require you to check out items from the Tool Crib in Maintenance. A Volunteer ID card, issued through the volunteer office, is required to make equipment check-outs. You will use this ID throughout your duration as a volunteer. See Jayne Taylor in maintenance and she will take a photo for this.

Equipment: ACE/SNF equipment, including vehicles and golf carts may be issued to you depending on your volunteer assignment. All vehicles and carts will be signed out through the tool crib, once the Foreman has approved the volunteer assignments. A valid driver's license is required to be on file for driving any kind of vehicle. 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. Please treat all equipment respectfully.

ACE/SNF provides golf carts and other vehicles to many volunteers to complete their roles. 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, we are happy for you to bring your own. We will ask for proof of insurance.

All ACE/SNF golf carts and vehicles issued by Maintenance must be returned to Maintenance by Thursday, April 16, 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 department. Many SNF vehicles are reassigned during the Fly-In.

EXPO Operations: Maintenance golf carts and other vehicles may be issued to an Area Chairman on a 24/7 basis if the volunteer is on call or as the Site Director requires. All other volunteers will turn in their carts

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.)

Keys: All ACE/SNF keys you may be assigned **MUST** be returned to the KEY Department in the on-site department before departure. They can be kept in a separate storage area so you can get the same keys back if you plan to come back for the next season.

## EMERGENCY INFORMATION

### Making 911 Calls:

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 in the EarlyBird campground, **your location is 4410 Aaron Morgan Road**. This will ensure the Operator has the correct address to pass along to the emergency vehicles. Camp Duffy/Raider campers, please use **4175 Medulla Road**. Please send a person to the Medulla gate (main entrance) and to the Aaron Morgan gate to direct emergency vehicles to the appropriate site.

After your 911 call has been completed, contact the Volunteer Director Angela Mann (863) 602-1013 or Tim Wells (717) 648-2337 and alert them to the of the emergency situation.

**Automated External Defibrillator's (AED):** The AEDs are located at the BirdsNest in the EarlyBird campground, The Florida Air Museum Atrium, Hangar A and in the maintenance garage.

**Fire Extinguishers** are in Camp Duffy (4), the EarlyBird (6) and Raiders Campgrounds (1). Each camper should be equipped with a working fire extinguisher. Please locate the red posts and reference which fire extinguishers are closest to your campsite.

✈️ **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.

## LOCAL MEDICAL FACILITIES

### *EMERGENCY ROOMS*

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

HCA Florida Lakeland Emergency

3526 S. Florida Ave, Lakeland, FL 33803

863-400-4747

Lakeland Regional Health Freestanding Emergency Room

6150 S. Florida Ave, Lakeland, FL 33813

Brandon Regional Hospital - Walk-In E/R Only

3065 James L. Redman Parkway, Plant City, FL

Main Number: 813-759-4900 - Next to Aldi

### *URGENT CARE*

Watson Clinic South – East of Oakbridge Publix

1033 N. Parkway Frontage Rd., Lakeland, FL

Main Number: 863-647-8011

Watson Clinic – Main Campus & Urgent Care

1600 Lakeland Hills Blvd., Lakeland, FL

Main Number: 863-688-7000

Lakeland Regional Health Clinic - Main Campus

130 Pablo St., Lakeland, FL

Main Number: 863-284-5000

Brandon Regional Hospital - Walk-In E/R Only

3065 James L. Redman Parkway, Plant City, FL

Main Number: 813-759-4900 - Next to Aldi

### *HOSPITALS*

Lakeland Regional Medical Center (Hospital)

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

South Florida Baptist Hospital  
301 N. Alexander St. Plant City, FL  
Main number: 813-757-1200

Bartow Regional Medical Center  
2200 Osprey Blvd., Bartow, FL  
Main Number: 863-533-8111

## MISCELLANEOUS INFORMATION

The ACE/SNF primary business phone number is 863-644-2431  
Volunteer Director, 863-644-2431 extension 144 or direct 863-904-4044  
Fax in Maintenance Office 863-944-4034  
Administration Fax 863-646-9651

## VOLUNTEER MAIL & PACKAGES

### **Regular Mail**

4410 Aaron Morgan Rd., lot #  
Lakeland, FL 33811

### **Packages Only** -Ship to the Maintenance Building

c/o SUN 'n FUN  
4250 Maintenance Way  
Lakeland, FL 33811

**Personal Mail:** 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. When leaving after the Fly-In please have your mail forwarded back to your residence. Each season after our volunteers have departed, we continue to receive personal mail that will not be forwarded by the post office. First class mail only will be re-mailed at your expense. There is a UPS Store nearby.

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.

## IMPORTANT DATES

Deadline for EarlyBird arrival Sunday January 4, 2026, by 5:00 p.m.

EarlyBird Start Date Monday January 5, 2026

New EarlyBird Volunteer Orientation Monday Jan. 5, 2026, 8:00 a.m., Eickhoff Conference Room, second floor Aerospace Center for Excellence.

Returning EarlyBird Re-Orientation Monday April 5, 2026 at 2:00 p.m., Prop 75 

2026 Town Hall Meetings/Tim Talks: Prop 75, Dates TBD. All held in Prop 75.

SUN 'n FUN Chairman Volunteer Meeting – Dates TBD– Location TBA

2<sup>nd</sup> SUN 'n FUN Chairman Volunteer Meeting – Dates TBD – Location TBA

Taildragger Party April 19, 2026, 7:00 p.m. at the Pavilion.

Day After Fly-In Lunch Monday April 20 at 11:00 at the Pavilion

The Fly-Out Luncheon: April 24, 2026, 11:00 a.m. at Prop 75.

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

## EarlyBird Camping Code of Conduct & Insurance Documentation

Each individual is required to fill out this form, submit its components, and turn it in to the Volunteer Director prior to volunteering/returning. Please remit this EARLYBIRD CAMPING CODE OF CONDUCT AND INSURANCE DOCUMENTATION sheet prior to arrival. You may send it electronically, fax, or by mail to: SUN 'n FUN Volunteer Office, 4075 James C. Ray Dr., Lakeland, FL 33811

## VOLUNTEER RELEASE, WAIVER OF LIABILITY, AND HOLD HARMLESS AGREEMENT

**Aerospace Center for Excellence & SUN 'n FUN Campus (ACE/SNF)**  
**Lakeland, Florida**

This Volunteer Release, Waiver of Liability, and Hold Harmless Agreement (“Agreement”) is entered into by the undersigned volunteer (“Volunteer”) in favor of Aerospace Center for Excellence, Inc., SUN 'n FUN Fly-In, Inc., and their respective officers, directors, employees, agents, affiliates, volunteers, successors, and assigns (collectively, “ACE/SNF”).

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### 1. VOLUNTARY PARTICIPATION

I acknowledge that I am voluntarily offering my time and services to ACE/SNF without expectation of compensation, employment, or benefits. I understand that my services support the charitable, educational, and civic mission of ACE/SNF.

➔ **Volunteer Initials:** \_\_\_\_\_

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### 2. ASSUMPTION OF RISK

I understand that volunteer activities may involve physical activity, operation near aircraft or machinery, exposure to weather, and interaction with large crowds and event participants. I accept these risks and any others related to my volunteer role, including illness, injury, or property damage.

➔ **Volunteer Initials:** \_\_\_\_\_

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### 3. WAIVER AND RELEASE OF LIABILITY

In consideration of being allowed to volunteer, I, for myself and my heirs, assigns, personal representatives, and next of kin, hereby release, waive, and discharge ACE/SNF from any and all claims or causes of action arising from or related to any injury, disability, death, or loss or damage to person or property incurred while volunteering, including those arising from ACE/SNF’s ordinary negligence.

➔ **Volunteer Initials:** \_\_\_\_\_



## 4. INDEMNIFICATION

I agree to indemnify, defend, and hold harmless ACE/SNF from any loss, liability, damage, or expense (including attorneys' fees) they may incur due to my actions or omissions while volunteering.

➔ **Volunteer Initials:** \_\_\_\_\_

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## 5. BACKGROUND CHECK CONSENT

I authorize ACE/SNF to conduct background checks, including criminal history, sex offender registry, and any other screening necessary to evaluate my suitability as a volunteer. I understand that ACE/SNF reserves the right to accept or decline volunteer services based on the results.

➔ **Volunteer Initials:** \_\_\_\_\_

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## 6. INTELLECTUAL PROPERTY

I acknowledge that any work I create, contribute to, or participate in during my volunteer time (including but not limited to photographs, videos, written content, inventions, or designs) shall be the exclusive property of ACE/SNF. I assign any rights I may have to such work to ACE/SNF, including copyrights or trademarks.

➔ **Volunteer Initials:** \_\_\_\_\_

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## 7. VOLUNTEER DATA

I understand that ACE/SNF may collect, store, and use my personal information (such as name, contact details, availability, background check data, volunteer hours, and skills) for internal operational, legal compliance, and communication purposes. My data will be handled securely and will not be shared outside the organization except as required by law or with my consent.

➔ **Volunteer Initials:** \_\_\_\_\_

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## 8. MEDICAL TREATMENT

I authorize ACE/SNF to provide or arrange for emergency medical treatment if needed. I accept responsibility for any costs incurred as a result of such treatment.

➔ **Volunteer Initials:** \_\_\_\_\_

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## 9. MEDIA RELEASE

I grant ACE/SNF the right to use photos, video, or audio recordings of me taken during volunteer activities for promotional, educational, or fundraising purposes, without further notice or compensation.

➔ **Volunteer Initials:** \_\_\_\_\_

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## 10. CODE OF CONDUCT & POLICIES

I agree to comply with ACE/SNF policies, procedures, safety rules, and instructions provided by staff. I understand that failure to do so may result in dismissal from the volunteer program.

➔ **Volunteer Initials:** \_\_\_\_\_

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## 11. GOVERNING LAW

This Agreement shall be governed by the laws of the State of Florida. If any provision is held invalid, the remainder shall continue in full force and effect.

➔ **Volunteer Initials:** \_\_\_\_\_

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## 12. TEMPORARY CAMPING ACCESS ON ACE/SNF PROPERTY

I understand that any camping privileges granted on the Aerospace Center for Excellence & SUN 'n FUN (ACE/SNF) campus are provided solely as a temporary convenience in support of my volunteer role. This arrangement does not constitute a residential lease or landlord/tenant relationship under Florida law.

I acknowledge that:

- ➔ My access to ACE/SNF property is limited to the dates and conditions of my volunteer participation.
- ➔ Camping areas may be reassigned, restricted, or revoked at any time at the sole discretion of ACE/SNF.
- ➔ I may not sublet, assign, or permit other individuals to use any assigned RV or camping space unless explicitly approved in writing by ACE/SNF.
- ➔ I am responsible for maintaining a clean and safe environment in my designated area and complying with all campground rules and volunteer policies.
- ➔ I further agree to vacate the premises promptly upon conclusion of my volunteer participation or upon request by ACE/SNF staff.
- ➔ I understand that ACE/SNF reserves the right to revoke volunteer privileges or remove any volunteer from participation at any time for failure to comply with policies, safety rules, or conduct expectations.

➔ **Volunteer Initials:** \_\_\_\_\_

### 13. ACKNOWLEDGMENT

I have read and understand this Agreement. I understand that any accident-related claims are subject to review and determination by the insurance provider. ACE/SNF does not guarantee coverage or payment and does not adjudicate claims. I understand that ACE/SNF reserves the right to revoke volunteer privileges or remove any volunteer from participation at any time for failure to comply with policies, safety rules, or conduct expectations. I sign it freely and voluntarily. I understand that I am waiving certain legal rights by signing.

**Volunteer Initials:** \_\_\_\_\_

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**Volunteer Name (Printed):** \_\_\_\_\_

**Volunteer Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Witness Name (Printed):** \_\_\_\_\_

**Witness Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## INSURANCE AND DOCUMENTATION

- ✈ All Volunteers with RVs and/or camping vehicles must provide proof of insurance prior to arrival.
- ✈ Submit a copy of your RV (and trailer) insurance policy, which should include your policy number, insurance provider name, and coverage details.
- ✈ If you have an Airport badge, please send a picture with badge number and expiration date to Laura Vaughn at 863-660-2365.
- ✈ Volunteers will be required to sign a liability waiver prior to camping.

<p><i>RV Information</i></p> <p>✈ Make, Model, and Year of RV: _____</p> <p>✈ Tag Number: _____</p> <p>• Insurance Provider Name: _____</p> <p>✈ Insurance Policy Number: _____</p>	<p><i>Trailer Information</i></p> <p>✈ Make, Model, and Year of Trailer: _____</p> <p>✈ Tag Number: _____</p> <p>• Insurance Provider Name: _____</p> <p>✈ Insurance Policy Number: _____</p>
<p><i>Driver's License Information</i></p> <p>✈ Driver's License Number: _____</p> <p>✈ State of Issuance: _____</p> <p>✈ Expiration Date: _____</p> <p>✈ Provide Photo of Driver's License</p>	<p><i>Proof of Insurance</i></p> <p>Please attach a copy of your insurance policy.</p> <p><i>Required Documents</i></p> <p>Text a photo to 863-602-1013 or scan/email to amann@flysnf.org.</p>

## 2026 EARLYBIRD CAMPSITE DEPARTURE CHECKOUT CHECKLIST Each

volunteer is required to complete and return this Campsite Departure Check-Out Checklist to the Volunteer Director prior to departure. Please conduct a final walk-around of your campsite before leaving to ensure that everything is properly secured. Once your walk-around is complete, submit this completed form to the Volunteer Director.

NAME(s):	CAMPSITE #:	DATE:	INITIALS
I/We would like to be considered for an invitation to return as an EarlyBird Volunteer for the 2026 SUN 'n FUN season.	YES PLEASE	No Thanks	
I have an Airport badge and have sent a picture with # and expiration date to Laura Vaughn at 863-660-2365.	YES	N/A	
I (we) would like to leave/store my RV on the SNF Campus. I am aware I will have to sign a contract and will be invoiced for the rent if I leave my RV. Email: _____	YES	N/A	
I (we) have left a set of keys for my RV with MaryLou Waugh in maintenance in case there is an issue with my RV.	YES	N/A	
I (we) have cleared my campsite of all trash.	YES	NO	
My (Our) Air conditioner has been set to 80 degrees or higher.	YES	NO	
My (Our) campsite has been secured for potential inclement weather. I have removed all loose items from the deck. Tables & chairs, carpets, decking and any items are tied up or stored inside RV. Everything has been labeled with my name. My (Our) mailbox has been taken down and stored securely and/or tied down. It may be stored in the carpentry shop.	YES	NO	
I (we) have forwarded my mail. I agree to pay for postage of first-class mail that must be mailed to me	YES	NO	
I (we) have not left anything to be stored in the Bird's nest	YES	NO	

**I/We, \_\_\_\_\_, resident(s) of Lot # \_\_\_\_\_, hereby certify that I/we have thoroughly inspected and secured the lot in accordance with the SUN 'n FUN Campsite Departure Checklist. I/We acknowledge and agree that the Aerospace Center for Excellence / SUN 'n FUN (ACE/SNF) shall not be held liable for any loss or damage to my/our property resulting from failure to properly secure personal items or comply with check-out procedures. Furthermore, I/we understand and accept that I/we may be held financially responsible for any unsecured property left behind, including costs associated with its removal or for any damage such property may cause to ACE/SNF property or other individuals' property.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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