EARLYBIRD VOLUNTEER HANDBOOK

2027 Season

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1.0 Welcome to the EarlyBird Family

Thank you for choosing to spend your time, talents, and energy with us.

The EarlyBird Volunteers are the heart of SUN 'n FUN. Long before the gates open and the first aircraft arrives, you help prepare our campus, support our programs, welcome guests, and lay the foundation for a successful Expo season.

Whether this is your first year or your twentieth, we are grateful you are here.

Every hour you volunteer helps support the mission of the Aerospace Center for Excellence:

Engage. Educate. Accelerate the Next Generation of Aerospace Professionals.

Your efforts help us:

- Provide aerospace scholarships
- Support aviation education
- Operate the Florida Air Museum
- Inspire students through STEM programming
- Create opportunities for future aerospace professionals

Most importantly, you help create the volunteer community that makes SUN 'n FUN feel like family.

The EarlyBird Spirit

Being an EarlyBird is about more than completing projects.

It is about:

- Working together
- Taking pride in what we accomplish
- Supporting one another
- Sharing knowledge and experience
- Giving back to aviation
- Having fun while doing meaningful work

Our volunteers come from different backgrounds, professions, and parts of the country, but we share a common purpose: helping make SUN 'n FUN the best it can be.

We value your:

- Experience
- Perspective
- Ideas

If you see an opportunity to improve something, we encourage you to speak up. Some of our best improvements have come directly from volunteers who care deeply about our mission and community.

What Is an EarlyBird Volunteer?

An EarlyBird Volunteer is an individual or couple who volunteers in exchange for a full-service RV campsite during the EarlyBird season.

For the 2027 season, the EarlyBird season runs from:

- January 4 through April 17, 2027

2.0 Volunteer Commitment

To help all of us have a successful season, we ask each EarlyBird Volunteer to:

- Contribute approximately 24 volunteer hours per week
- Maintain scheduled assignments
- Communicate if plans or circumstances change
- Participate in post-show campus recovery efforts
- Remain flexible as projects and priorities evolve

For couples participating in the program, each individual is expected to meet volunteer requirements.

Crunch Time

The final weeks leading up to Expo are our busiest period.

During Crunch Time, volunteers should anticipate increased activity and may be asked to assist approximately eight hours per day, including weekends.

This extra effort helps ensure we are ready to welcome exhibitors, guests, performers, sponsors, and visitors to a successful SUN 'n FUN Aerospace Expo.

Why Your Hours Matter

Volunteer service impacts much more than the annual Expo.

Volunteer hours help support:

- Student programs
- Aerospace scholarships
- STEM initiatives
- The Florida Air Museum
- Youth aviation opportunities

Volunteer hours also help demonstrate community impact and support grants, donations, and future program funding.

Thank you for helping us document the difference you make.

Your Voice Matters

SUN 'n FUN is strongest when volunteers and staff work together.

We encourage you to:

- Share ideas
- Ask questions
- Identify solutions
- Participate in Town Hall discussions
- Help improve our volunteer experience

While not every suggestion can be implemented, every suggestion deserves consideration.

We are grateful that our volunteers care enough to help us improve.

3.0 Our Community Standards

The EarlyBird community is built on a few simple principles:

- **Respect**
  - Treat fellow volunteers, staff, guests, exhibitors, and visitors with courtesy and professionalism.
- **Teamwork**
  - Support one another and be willing to help where needed.
- **Stewardship**
  - Take pride in caring for our campus, facilities, equipment, and campground.

- **Safety**
  - Follow safety procedures and promptly report hazards, accidents, or concerns.
- **Fun**
  - Enjoy the friendships, experiences, and memories that make SUN 'n FUN special.

4.0 What You Can Expect From Us

As staff, we are committed to creating a positive and rewarding volunteer experience.

We will strive to:

- Treat every volunteer with respect and appreciation
- Communicate openly and honestly
- Listen to questions, concerns, and ideas
- Provide support and direction when needed
- Maintain a safe and welcoming environment
- Work alongside you to make SUN 'n FUN successful

We may not always be able to implement every suggestion, but we are committed to listening, learning, and improving together.

EarlyBird Benefits

As a thank-you for your service, EarlyBird Volunteers enjoy:

- Full-service RV hookups
- Volunteer lunches
- Access to the Bird's Nest Pavilion
- Volunteer social activities
- Complimentary Wi-Fi
- Florida Air Museum membership
- Attraction Share participation
- Volunteer laundry facilities
- Weekly Expo admission wristbands
- Guest admission passes
- Volunteer recognition programs
- Taildragger Celebration
- Fly-Out Volunteer Luncheon

Important Contacts

Kris Hallstrand
Vice President, Operations
863-944-0855
Khallstrand@flysnf.org

Ryne Mosher
ExecutiveDirector, Operations
920-410-9628
Rmosher@flysnf.org

Cara Campbell
Expo Operations Coordinator
813-763-0730
Ccampbell@flysnf.org

5.0 Arrival & Orientation

Arrival

Please plan to arrive by the designated arrival deadline.

For safety reasons, volunteers arriving after dark should remain in general camping until daylight placement is available.

Check-In

Volunteer Operations Office

4075 James C. Ray Drive

Lakeland, Florida 33811

Orientation

All new and returning EarlyBird Volunteers are expected to attend annual orientation sessions.

These sessions ensure everyone has the information needed for a successful, safe, and enjoyable season.

Staying Connected

Please keep your contact and emergency information current throughout the season.

If you anticipate being away from campus for an extended period or if circumstances prevent you from meeting volunteer commitments, notify Volunteer Operations as early as possible.

Open communication helps us support both volunteers and operational needs.

6.0 Living in the EarlyBird Community

Our campground is home to volunteers from across the country.

Everyone contributes to creating a welcoming environment.

Campsites

Please:

- Keep campsites clean and maintained
- Respect neighboring sites
- Stay within assigned boundaries
- Obtain approval before making campsite modifications

Pets

Pets are welcome members of our EarlyBird family.

Please ensure pets are:

- Leashed
- Well-behaved
- Properly supervised
- Cleaned up after

Maximum of two pets per camping unit.

Quiet Hours

Weekday	10:00 p.m. to 8:00 a.m.
Weekends	11:00 p.m. to 8:00 a.m.

Guests

Guests are welcome when accompanied by volunteers and when campground expectations are respected.

7.0 Volunteer Safety, Insurance, and Equipment

Vehicles, Golf Carts & Equipment

Safety is everyone's responsibility.

Anyone operating vehicles or golf carts on campus must:

- Possess a valid driver's license
- Meet SUN 'n FUN vehicle requirements
- Follow traffic patterns and posted speed limits
- Operate equipment responsibly

Volunteers entrusted with equipment are expected to care for it as if it were their own and promptly report maintenance or safety concerns.

Private golf carts are welcome where permitted and must be properly insured.

Volunteer Safety & Insurance

Your safety is important to us.

All volunteers are expected to:

- Follow established safety procedures
- Report accidents promptly
- Report hazardous conditions
- Use equipment responsibly

Volunteers should maintain personal health insurance and appropriate insurance coverage for RVs, vehicles, and personal property.

ACE and SUN 'n FUN maintain volunteer accident coverage for authorized volunteer activities; however, this coverage is limited and is not a substitute for personal insurance.

Additional insurance, waiver, and volunteer documentation requirements will be provided separately each season.

Emergency Information

In an Emergency Call 911 First

Provide your location on the SUN 'n FUN campus and follow dispatcher instructions.

After emergency services are contacted, notify Volunteer Operations as soon as practical.

AED Locations

AEDs are located at:

- EarlyBird Pavilion
- Maintenance Building
- Skylab Reception Desk
- Skylight Hangar Entry
- North Side of Hangars B, C, and D
- Prop 75
- Lakeland Aeroclub

8.0 Key Dates for the 2027 Season

Activity	Date(s)
EarlyBird Arrival Deadline (5:00 p.m.)	January 3, 2027
EarlyBird Season Begins	January 4, 2027
Required EarlyBird Orientation	January 4, 2027
Town Hall Meetings	January-April 2027 (Dates announced during the season)
Volunteer Chairman Meetings	January-April 2027 (Dates announced during the season)
Expo Preparation / Crunch Time Period	March 16-April 5, 2027
SUN 'n FUN Aerospace Expo	April 6-11, 2027
Taildragger Party	April 11, 2027
Day After Fly-In Lunch	April 12, 2027
Fly-Out Volunteer Luncheon	April 16, 2027
EarlyBird Season Ends	April 17, 2027

9.0 End of Season

At season's end, volunteers will receive a departure checklist covering:

- Campsite cleanup
- Equipment returns
- Key returns
- Mail forwarding
- RV storage arrangements (if applicable)

Our goal is to make departure as smooth and organized as arrival.

Returning EarlyBird Volunteers

Participation in the EarlyBird program is reviewed annually.

Our goal is to welcome as many returning volunteers as possible while balancing volunteer interests, available campsites, organizational needs, and project requirements.

10.0 Thank You

SUN 'n FUN exists because of people like you.

Your hard work prepares this campus.

Your generosity supports our mission.

Your experience strengthens our team.

Your friendships build our community.

Most of all, your willingness to share your time and talents helps us engage, educate, and accelerate the next generation of aerospace professionals.

Thank you for choosing to be part of the EarlyBird Volunteer Family.

We are grateful for you, we appreciate you, and we are proud to have you as part of the family.