

## **Our Expectations for Tabling Event Volunteers**

**Be respectful, personable, courteous and professional toward each and every community member (and other volunteers) without regard to age, background or appearance.**

*Because tabling events are in public spaces, you may interact with people with whom you do not typically interact. It is expected that you speak respectfully with and about them. to each and every person, including anyone who appears in need, speaks differently, or is much younger or older than you.*

**Initiate interactions with people.**

*Step out of the booth and engage people. Asking a question is helpful. For example, “Do you go grocery shopping?” or “Do you know the Portland Food Project?”. If you remain in the booth, seated behind the table, then it is less likely that you will have as many interactions with people. If you are uncomfortable initiating conversations, talk to other tabling volunteers about their approach. If you tend to thrive in these situations, take the opportunity to listen as well as talk. Tabling volunteers overwhelmingly report that they enjoy their experience and volunteer again.*

**Support your Green Bag teammates.**

*Tabling volunteers are scheduled in pairs for two-hour shifts. During your shift, please be available to each other. If someone needs a break, encourage them to take it. If a community member asks a question that you are unsure about, ask your tabling teammates. Encourage each other, especially when foot traffic is slow, weather is bad or an interaction feels unpleasant. Respect others by not oversharing, leaving without notice, or being critical about things beyond your control.*

**Manage your time for tabling shifts responsibly, including communicating when you are delayed or unable to complete a shift.**

*The start and end times for your tabling shift at the PFP booth are confirmed. Keep those times in mind. Plan ahead to arrive by the start time, making allowance for parking at the event. Stay through the end of your shift. If you are delayed or plans change unexpectedly, please immediately text AND call the PFP Contact (not the Event Contact).*

**Take care with PFP equipment and supplies, including conserving handouts.**

*The PFP booth equipment and supplies are set up or “loaded in” before you arrive. Keep the booth looking as appealing and organized as possible. You are welcome to adjust the set up to meet the needs of the site. When you arrive at the booth, familiarize yourself with the equipment and supplies. Let the PFP Contact know if something is not working or out-of-stock. We are glad for people to take our handouts, especially as part of a short conversation, but avoid handing out flyers indiscriminately. We do not hand out Green Bags at events. The Welcome Committee provides Green Bags to confirmed new donors usually within a week after they sign up. If you are asked to “load in/out” as part of your shift, you will get specific instructions for doing so.*