



SCHD MRC Event Point of Contact Checklist

This checklist is intended as a guide to the process of requesting and working with MRC volunteers during non-emergency events. Not all items will apply to every event. For additional resources including those mentioned in this document, please visit the [Medical Reserve Corps Partner Request Portal](#).

Before the Event

- Determine the role for MRC volunteers at your event
- Submit [Request for MRC Volunteers](#) – minimum 2 weeks before event
- Develop/Prepare Just-in-Time Training (JITT) that you will give at the event
 - JITT Briefing templates in [Guide for Requesting Snohomish County MRC Volunteers](#)
 - May take the form of a handout, a verbal briefing, etc.
- Determine and gather needed supplies for your event
 - MRC supplies available: grab-and-go boxes for box fan filter education & blood pressure checks
 - ** *Reach out to MRC Specialist for any additional supply inquiries*
- Make contact with registered volunteers with any final details
 - Approximately one week before the event, MRC Specialist sends an email to the Event Point of Contact and registered volunteers sharing contact information and event reminders
 - If needed, the Event Point of Contact will send additional details, updates, or changes to the volunteers
- Receive sign-in sheet from MRC Specialist with the event date and mission number pre-filled

During the Event

- Ensure that volunteers sign in and out on the sign-in sheet provided with their name and badge number (*State of Washington Emergency Worker Daily Activity Report*)
 - Blank copy of the sign-in sheet available on [MRC Partner Request Portal](#)
 - Ensure breaks and mealtimes are offered as appropriate per [Washington Labor & Industry standards](#)
 - If a shift is 4 hours or longer, the volunteer must be offered one break
 - If a shift is five hours or longer, the volunteer must be offered a mealtime
- Provide JITT and/or a briefing to the volunteers prior to the event start time
- Support volunteers in their roles – it is a good idea to partner volunteers up with staff from the requesting organization if possible
- Ensure the volunteers know who to go to with questions or clarifications
- Address any issues/concerns according to *MRC Issue Resolution Guidance (in development)*

After the Event

- Return any borrowed supplies (grab-and-go boxes, additional MRC materials)
- Return the sign-in sheet to the MRC Specialist. The MRC Specialist signs the bottom
- Provide any feedback on volunteer performance to MRC Specialist
- Provide any event data to the MRC Specialist (e.g. number of clients served)