

GUIDELINES TO THE ADULT SUPERVISORS OF VOLUNTEERS  
FROM THE ROTARY ROSE PARADE FLOAT COMMITTEE

Emphasize to all your volunteers that the primary goal is to build a beautiful Rotary Float and have fun while doing so. **So come with a smile and be ready to work.** To accomplish this goal, the following guidelines must be followed at all times: Arrive at your designated shift 15 minutes early and with as close to the number of promised volunteers as possible.

- If you are going to be late or if the number of your volunteers has changed by more than five (5) contact Charles M. Barr, PDG, Decorating Coordinator at [pdgcharlesbarr@gmail.com](mailto:pdgcharlesbarr@gmail.com) Home: (909) 921-6606, or Gene Hernandez, Decorating Coordinator at [cpdchief@pacbell.net](mailto:cpdchief@pacbell.net) Home: (714) 777-2622, . Cell (714)-393-6311
- Your entire group must remain within the Rosemont Pavilion, in the area assigned to Rotary or immediately adjacent to be available for work assignments from Phoenix. Groups or volunteers that cannot work their entire assigned shift should contact David Melcher immediately or in an emergency during the shift contact their Phoenix coordinator/supervisor and also inform the Rotary Committee Volunteer stationed at the gate/sign-in table.
- If any group or a majority of the group leaves prior to the conclusion of their assigned shift **without** the permission of the Phoenix coordinator/supervisor and without informing the Rotary Committee Volunteer stationed at the sign-in table may not be allowed to work on the Float in coming years.

**Have your volunteers dress appropriately.**

- If you have a morning or evening shift it will get COLD so wearing layers of clothing is strongly recommended. Gloves and mittens can be worn when not working. But only FINGERLESS gloves/mittens can be worn while working.
  - Practical shoes (CLOSED TOED) with socks are a MUST! No one with open toed shoes will be allowed in the float building area.
  - As the volunteers will be working with flowers, seeds, vegetables, glue, etc. all clothes should be “disposable” as some of the glue and natural dyes can be permanent.
  - If any of your volunteers have long hair and could come in contact with glue, it is advised to tie their hair back or under a cap.
  - If any of your volunteers like to wear long acrylic nails they should be advised that they could be working with seeds, etc. that may adhere or damage their nails—so they should wait until after their shift to have their nails done for New Year’s Eve.
- \* Eating and drinking of meals CAN ONLY BE DONE AT THE ASSIGNED LUNCH OR DINNER BREAK and never while working during the shift. If your group intends to have a snack or small meal at the site, it must be eaten OUTSIDE the immediate float decoration area. Food and drink can be accidentally spilled and thus damage the float or decorations.
- Please purchase/supply your food prior to your arrival and assigned shift at the Pasadena site. Leaving to do so means that there is less than optimal supervision of the volunteers and will, based upon experience, result in problems within the Volunteer Groups, Phoenix Floats, Tournament of Roses Security and the Committee.

### **Storage of Personal Items of the Volunteers**

- Most buses leave so all personal items required by the volunteers should be kept with the volunteers. You may wish to purchase a large plastic tub for use by your volunteers (usually under \$6.00 at Target or WalMart) so that you only have to watch one item versus several piled in a corner.
- Please note that while working in the Rosemont Pavillion, no Cell phones, CD players, TV's or other electrical/battery devices can be in use. Use of such devices can be cause for the entire group being asked to leave.

### **Actual Construction of the Float**

- Please emphasize that the building of the Float is under the direction and control of Phoenix, not RI or the Committee. Phoenix must have full and complete authority over all volunteers during construction who must agree to cooperate, be polite, cheerful, and work hard. Accept any assignment from cutting flowers, stripping bark, sweeping the floors, filling glue pots to actual working directly on the float applying the decorations.
- There is NO guarantee that your group of volunteers will have work to do at all times during their shift or will be able to actually place decorations on the float. Each and Every task is important and must be done with great care. For example, each layer must dry and be determined to be firmly in place before the next layer or different color is applied. During this time, the work area is swept and cleaned so that the first layer of colors, plants, seeds, does not mix with the second and so on. Although not the most fun or glamorous, it is vital.
- During “down” times on the float, volunteers MAY be asked to work on other Phoenix projects. The same principles apply “service above self”.

### **Security and Safety**

- All volunteers will HAVE to wear their identifying ribbons at all times and they must be easily visible for security reasons.
- Charisma and the Committee must insist for safety and security that all volunteers remain inside the gated area during the work shift as “lost/missing” volunteers WILL cause problems (injuries and incidents occurring outside our control) not to mention not being able to be found to be given work and possibly missing their ride home.
- Phoenix would prefer that there be one adult supervisor per every 10 volunteers. The Committee understands that this might not be possible.
- Absolutely, no smoking near the float or decorating area, glue is highly flammable