



Central Arizona Dental Foundation

Volunteer Registration Protocol

EMTs are onsite to deal with patient and volunteer emergencies. If there is an emergency, stay with the person in need of medical assistance. Send someone near you to alert the department head who will immediately radio for an EMT.

Thursday Set Up

- Volunteer registration is one of the first areas we set up. The volunteers who are helping set up the clinic want to register ASAP.
- The majority of volunteers will register Thursday night before the orientation dinner.
- Have T-shirts laid out on tables behind the registration counter.
 - Red is for dentists (ONLY DENISTS)
 - Turquoise is for hygienists
 - Kelly Green is for assistants
 - Gold is for interpreters or any community volunteer who is fluent in another language that we may need help (Spanish, Sign Language)
 - Grey is for all other volunteers
- Orange is for clinic Leads only – the Leads will be designated on a list.
- All volunteers must wear the assigned T-shirt when volunteering – this helps us distinguish patients from volunteers

Greeting and Name Tags

- Volunteers should be greeted and thanked for volunteering
- Once you know the volunteer is a dentist, please refer to that person as Dr. Last name
- For dentists, hygienists and assistants, check the volunteer list to see if the volunteer needs to indicate they are Hep B vaccinated. Most of the volunteers indicated their status when they registered online, but some did not and we need to have their initials by their name if they are in fact Hep B vaccinated
- Give each volunteer their name tag, their designated T-shirt (assignment and T-shirt size will be found on the back of their name tag)
- Put a check by the volunteers name indicating they have checked in

Where do Volunteers Go?

- Registration Desk will direct volunteer to area in which they are assigned. Lead for that area will be in an orange T-shirt.