

***Volunteer Manual for: Remembering Us***

1. Please do not use your phone or other technologies while on shift.
2. If there is a high chance of rain, we will contact you in advance to cancel your shift.
3. Please be on time for your respective shift:
  - a. 10am - 12pm
  - b. 12pm - 2pm
  - c. 4pm - 6pm
4. At any given time, you should have out:
  - a. 6 pillows
  - b. 6 pens
  - c. 40 tags
    - i. On each curved table should be 20 tags (5 of each color) in 4 stacks, organized by color
  - d. 20 cut pieces of twine
5. Encourage passersby to write their favorite memory on a tag.
  - a. Please ensure whatever is written is appropriate. Quickly skim each tag before tying it.
  - b. Instructions and an explanation of the project are available for participants in other languages. See Page 2 for a table of contents.
6. Offer to help tie the tag once they are finished. Participants can tie the tag themselves if they want to.
7. Tags can be tied on the arches or tree branches. Be safe when doing so!

**Thank you for being a part of this project :)**

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