

Frequently Asked Questions

Q: Are volunteers still needed? How do I volunteer? When is the deadline to volunteer?

Yes, volunteers are still needed and encouraged. Simply visit <http://pacificstandardtimevolunteers.theregistrationsystem.com/> to register.

Volunteer Coordinator, Ryan Zynger, pacificstandardtimevolunteer@zynger.com,
310.962.4941

Q: How do I make a change once I've registered to volunteer?

- 1) Log in to the Volunteer Registration site:
<http://pacificstandardtimevolunteers.theregistrationsystem.com/>
- 2) Click **REGISTER NOW**
- 3) Log in using the e-mail address you used to register and your password (if you forget your password, the system can resend it to you)
- 4) Select **EDIT ITINERARY** (next to your name)
- 5) Click **REMOVE** (located to the right side) for any job/shift you wish to UN-register.
- 6) You may select a new volunteer opportunity by checking the box to the left side of any available job/shift
- 7) MOST IMPORTANT: Be sure to click **"Sign up for selected items"** at the very bottom to confirm your changes
- 8) Click **COMPLETE REGISTRATION** two times.

Q: Where and when is Volunteer Orientation?

There will be a total of (4) Volunteer Orientations that you can choose from; you must attend at least one of these orientations as they will provide you with the necessary information to prepare for your shift.

The dates and times of these orientations are:

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|---|---------|------------------------------|
| • Thursday, September 15 th , 2011 | 10:30am | The Getty Center |
| • Friday, September 16 th , 2011 | 1:00pm | Autry National Center |
| • Saturday, November 12 th , 2011 | TBD | TBD |
| • Monday, November 14 th , 2011 | 10:30am | Museum of Latin American Art |

Volunteers will be given their t-shirt, volunteer handbook as well as get a general overview of Pacific Standard Time at each orientation.

If you sign-up to volunteer after November 14th, 2011, please see the instructions below.

Q: I cannot make the Volunteer Orientation. Can I still volunteer?

We respect that some of our volunteers are coming from out of the area or have commitments that will prohibit them from attending the orientation. Group orientation is the most effective and efficient way of empowering our volunteers to be as knowledgeable and prepared as possible.

We welcome you to be a volunteer even if you cannot make orientation. When you sign-up for any shift you will be required to sign-up for the orientation. If you are not able to attend we ask that you contact the Volunteer Coordinator so that special arrangements can be made.

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Q: Where do volunteers check-in? Where is “Volunteer Headquarters?”

You will be given specific check-in information based on the partner location where you are volunteering.

Q: How do I notify you if I will unexpectedly be late or need to cancel my commitment?

We appreciate you doing everything in your power to honor your shift(s) and commitment as made. When that is not possible due to a last minute emergency, we appreciate as much notice as possible by contacting the Volunteer Coordinator.

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Q: What should I wear?

First and foremost you should dress professionally. We would like to have volunteers in “uniform” appearance so that you will be easily recognized. We ask you to wear dark (navy or black) slacks or skirt and the volunteer t-shirt we will provide for you at orientation. Please wear comfortable shoes as you may be on your feet for the duration of your shift.

Q: What time do we need to check-in?

You need to be deployed to your job assignment by the time shown on your itinerary. Please check-in at least 15 minutes prior to your shift.
