

MANHATTAN KMOM DAILY SCHEDULE

All volunteers must sign in **EACH DAY** at the volunteer check-in station inside the volunteer entrance. There may be a wait in line to get registered, especially Friday, so please consider this when referring to your start times below. Expect the patient line to be long each morning when you arrive. **Each department will begin in the morning with a quick huddle to go over a few do's and don'ts.**

START TIMES

- **PATIENT REGISTRATION** personnel will begin work each morning at 5:00 AM so be on site no later than 4:30 AM. The doors will open to patients at 5:00 AM.
- **MEDICAL and DENTAL TRIAGE** personnel will begin work each morning at 5:00 AM so be on site no later than 4:45 AM. The doors will open to patients at 5:00 AM.
- **NUMBING** department will need to be ready to work at 6:00 AM.
- **RESTORATIVE, HYGIENE, ORAL SURGERY** and **PEDO** will need to be on the clinic floor by 6:15 AM and ready to work at 6:30 AM.
- **GENERAL VOLUNTEERS** need to be on site by 6:00 AM to be ready for assignment by 6:30 AM unless otherwise assigned.
- If you are arriving for the afternoon session, please arrive by 11:30 AM at the volunteer check in area to be directed to your assigned area.
- We will work until approximately 5:00 PM on Friday and Saturday. There will be plenty of breaks so we can rotate you in and out of your area as needed.

PARKING AND MEALS

- **Parking:** Volunteer Parking will be the fenced lot on the West side of the armory. A parking pass is included in the volunteer packet and needs to be shown to the parking attendant in order to get into the parking lot, then displayed on your driver's side dashboard.
- **Lunch:** Lunch will be provided from 11:00 AM to 2:00 PM in the upstairs meeting room each day for volunteers working the full day.
- **Evening Meals:** Dinner will be served on Friday and Saturday evening at St. Thomas More Church fellowship hall located at 2900 Kimball Dr, following the closure of the clinic.
- We are planning on a Thursday dinner at St. Thomas More Church located at 2900 Kimball Dr at 6:00 PM for dinner and to share some fun, fellowship and laughs. For those who can, we will begin setup on Thursday morning. If you are available, come join us; your help will be welcomed.