

Checklist for volunteering with the BeltLine

Thanks for volunteering! Here are a few good-to-know items for when you get to the booth:

- We encourage you to wear a BeltLine t-shirt while volunteering! If you don't have one already, please get one in your size from the brown box labeled "t-shirts for volunteers" and check off what size you got on the inventory sheet.
- Check off your name and write in your arrival time on the sign-in sheet when you get to the booth. The sign-in sheet will be underneath the newsletter sign-up sheets.
- Familiarize yourself with the posters and flyers that are on display. Below is the list of the ones we anticipate having on display at this event:
 - Posters...
 - Flyers – What is the BeltLine, Projects Under Way, Community Engagement Opportunities, Volunteer Opportunities, BeltLine Map, Housing Flyer,
- Please help yourself to water in the blue cooler.
- While talking to visitors, please remember to promote the free tours, going to the website, and signing up for the e-newsletter.

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- Here are a few key points we would like you to share:
 - 22 miles of transit, 33 miles of trails, nearly 1,300 acres of greenspace
 - Will connect 45 neighborhoods around Atlanta
 - The West End Trail opened in October 2008
 - The Historic Fourth Ward Park is under construction
 - Five parks will be open by the end of next year (shown on "Projects Underway" poster and flyer)
 - Seven miles of hiking trails will be open this year in the northeast & southwest
 - 50% of the right of way is under BeltLine control in the NE, SW, and Reynoldstown
 - The first leg of transit should be running in 2015 (where has not yet been determined)
- If visitors start asking questions and you're unsure of the answer, just let them know you're a volunteer, but you'll be happy to write down their question for BeltLine staff to get back to them (and then you can leave us a note with the newsletter sign-in sheets).
- If flyers start to run low, we usually keep extra copies in a brown box behind the blue wall. You will also find more clappers and merchandise are in the boxes in back.
- We usually have a poster up for how much merchandise costs, but just in case:
 - T-shirts: \$20
 - Tote bags: \$20
 - Hats: \$15
 - Yoyos: \$5
 - Clappers and bumper stickers are free!
- If visitors want to buy merchandise with a credit card, you can defer to the BeltLine person on the shift with you to run the credit card machine. Cash can be collected and put into the money belt with the BeltLine representative.