

# ARMOM 2025



## INSTRUCTIONS FOR ALL VOLUNTEERS

- ❖ **Note to Dental Personnel:** Links to additional instructions & an ARMOM dental supply list will be emailed to you separately. Continuing Education details will be included in these separate instructions; bottom line is that you keep up with your hours while we confirm that you attended. Maximum Credit Hours earned at ARMOM is 8 (2 for each Friday shift and 2 for each Saturday shift).

### Contents

<b>LOCATION: CONWAY EXPO &amp; EVENT CENTER.....</b>	<b>2</b>
<b>CLINIC DATES APR 11-12 WITH SET-UP APR 10 .....</b>	<b>2</b>
Thursday Set-up & Walk-Thru .....	2
Friday & Saturday Clinic Days.....	3
Saturday PM Break Down .....	3
<b>VOLUNTEER PARKING .....</b>	<b>3</b>
<b>VOLUNTEER ASSIGNMENTS – CHECK YOUR EMAIL!.....</b>	<b>3</b>
<b>VOLUNTEER CHECK-IN/BARCODE SCANNING.....</b>	<b>4</b>
<b>MEALS &amp; SNACKS .....</b>	<b>4</b>
<b>WHAT YOU SHOULD WEAR.....</b>	<b>5</b>
<b>CONTACTS FOR QUESTIONS .....</b>	<b>5</b>
<b>ARMOM VOLUNTEER PARKING PASS .....</b>	<b>6</b>

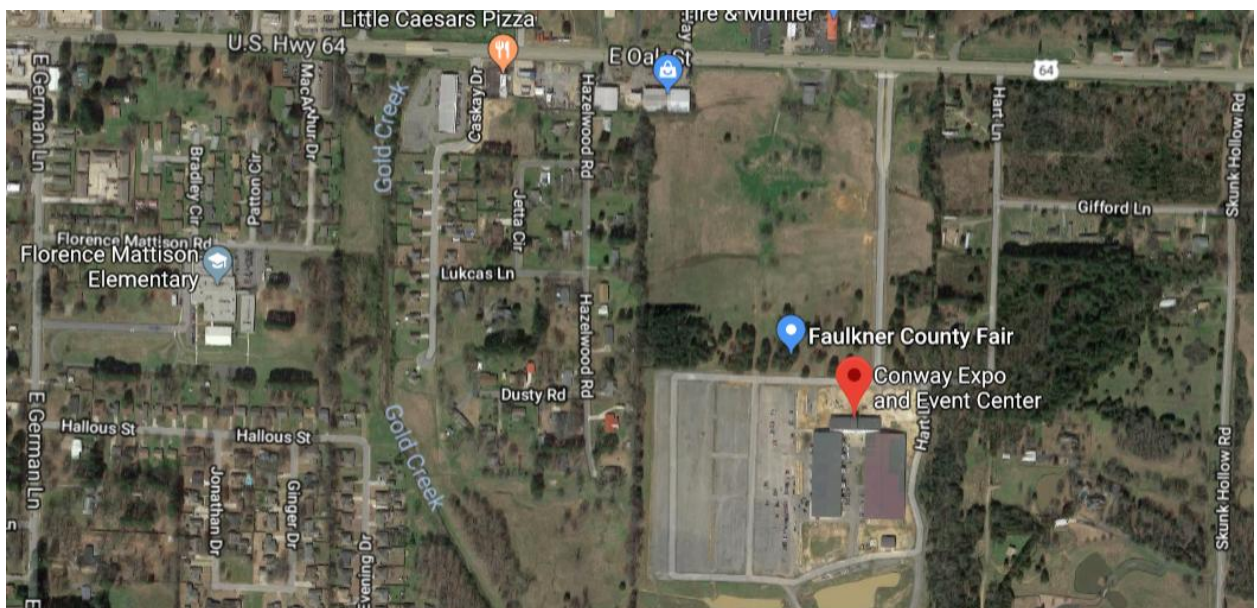
# Location: Conway Expo & Event Center

2505 E Oak St, Conway, AR 72032 \* [Directions](#)

## Map View



## Satellite View



# Clinic Dates Apr 11-12 with Set-up Apr 10

## Thursday Set-up & Walk-Thru

- **Equipment & Supply Set-Up** begins approx. 7:30 AM Thursday unless asked to arrive earlier.

- **Volunteer Check-In will not be fully set up until mid-morning Thursday.** All volunteers who work Thursday should stop by at some point that day to check in.
- **Volunteer Walk-Thru:** Around 4:30 PM there will be a brief, optional (but recommended) walk-through of the clinic area. Any volunteer who has checked in may attend the clinic walk-through, but we **HIGHLY** recommend that any Captains who are on site attend.

### Friday & Saturday Clinic Days

Friday & Saturday are Clinic days. Patient treatment will begin no later than 6 AM and clinics will conclude approximately 4 PM.

### Saturday PM Break Down

Equipment tear-down/pack-up begins Saturday afternoon at approximately **3:00 PM**; we plan to finish Saturday evening.

## Volunteer Parking

New this year: We are allowing both patients and volunteers to park in the large lot on the west side of the Expo Center. But we suggest that you print the **Volunteer Parking Pass** on the last page of this document and display the pass on your dashboard to identify you as a Volunteer. **We encourage carpooling!** Volunteers should walk around to the **MAIN ENTRANCE** on the north end, where Volunteer Check-In will be held.



## Volunteer Assignments – Check your email!

- A link to your specific assignment/schedule will be in our emails to you. *Be sure to note your assignment(s), dates, and **SHIFT START time(s)**!*

IMPORTANT: *The SHIFT START time is the ACTUAL time you are expected to be at your work area at the clinic -- READY TO WORK.*

*Allow EXTRA time before your shift start time (at least 30 minutes) for parking, checking in, changing into your t-shirt, and eating, if desired.*

- Every effort has been made to place volunteers in the positions requested. However, this was not always possible, and we might have adjusted your placement. We appreciate your flexibility as we do our best to meet patient needs!
- Volunteers whose schedules indicate “Where Needed” as the assignment will be given specific job assignments on site, once we know where any shortages occur due to cancellations, no-shows, etc.
- Volunteers scheduled for both AM & PM shifts should plan lunch breaks. These volunteers should work with other volunteers and their area Captain to stagger breaks. This will allow us to keep patient service as consistent as possible.
- We are **NOT** able to render dental services to ARMOM Volunteers on the same day they volunteer. If you had hoped to receive dental care at ARMOM, please cancel your volunteer status for the day you want service, **as soon as possible**. On the clinic day during which you hope to receive dental service, we cannot let you “cut in line.” Instead please plan to follow regular patient procedures. Be fair to other patients by standing in the patient line, then signing up/checking in as a patient, instead of as a volunteer, on that day.

## Volunteer Check-In/Barcode Scanning

- **What to Bring:** We have your name and barcode on an envelope at Volunteer Check-In, and we can scan that barcode to check you in. *Your name tag will also have a barcode, so plan on having it scanned EACH DAY if you work multiple days. Make sure the person scanning your badge sees your name on the scanner screen before you go into the clinic.*
- **Where:** Volunteer Entrance is at the north entrance of the Conway Expo & Event Center.
- **When:** Arrive 30 minutes before your Shift Start time. Refer to your schedule and allow extra time if you want to eat. Breakfast starts at 4 AM.
- **Once you're checked in:** You will be directed to a volunteer Director or Captain, who will explain your assignment in a brief Huddle/orientation session, then send you to your workstation.
- **We do NOT plan to register new volunteers on site, except for dental personnel and interpreters (to fill shortages in those areas).**

## Meals & Snacks

Breakfast, lunch, snacks, soft drinks, and water for volunteers will be provided in the Volunteer Break Room.

As mentioned above, if you wish to eat in the Volunteer Break Room **before** your shift starts, be sure to allow extra time.

**VERY IMPORTANT:** Be sure to *coordinate lunch and snack breaks* with your area captain so that patient treatment and flow are not negatively affected by too many volunteers taking breaks at the same time.

## What You Should Wear

For your safety and comfort:

- ***COMFORTABLE, CLOSED-TOE SHOES:*** *Clinic days will be long (but rewarding)! Sneakers are fine. Closed-toe shoes are required! This is very important!*
- Blue jeans or scrub pants are best.
- Do ***not*** wear shorts nor open-toed shoes.
- At check-in for your first shift, an ***ARMOM Name Tag*** and an ***ARMOM T-shirt*** will be issued to all volunteers who registered ***online by April 9th***. Volunteers who registered late will only receive an ARMOM T-shirt IF extras are available after check-in on Saturday.
- Volunteer T-shirts are color-coded to aid efficiency and patient flow. Plan to change into your ARMOM T-shirt after checking in. There are restrooms near Volunteer Check-in. You may want to wear a long-sleeve shirt under your ARMOM shirt; some clinic areas are colder.
- It is important that you always wear your ARMOM name tag. Those who work multiple days should ***keep track of their name tag throughout their time at ARMOM***.
- **Plan on having your name tag scanned every day that you work.** Once you have your badge, scanning is quick.
- ***We cannot be responsible for your personal items; no lockers are available.***

## Contacts for Questions

- Dr. Mark Murphy, Volunteer Director, [drmmurphydds@sbcglobal.net](mailto:drmmurphydds@sbcglobal.net), 501-413-9035
- Candice Murphy, Volunteer Registration & Communications Captain, [ARMOMvolunteers@comcast.net](mailto:ARMOMvolunteers@comcast.net)
- Dr. Terry Fiddler, ARMOM Executive Director, [fiddler@tcworks.net](mailto:fiddler@tcworks.net)

**Your Parking Pass is on the last page of this document.**

ARMOM VOLUNTEER PARKING PASS

***ARMOM 2025***



**April 10-12**

**Conway Expo & Event Center**

***Volunteer  
Parking  
Pass***