



Just the facts... Membership Drives at WTTW11

Firstly, thank you for volunteering with WTTW11. It cannot be stated enough that our membership drives would not be possible without your dedication.

- All programs and shift times are subject to change. Since it is live television, program schedules and/or volunteer shift times are subject to change without notice.
- **In order to guarantee your group's spot, please complete the Group Sign-up Sheet TWO WEEKS before your scheduled shift.**
- All pledges will now be taken electronically via laptop. **Basic typing skills are required.** Our pledge supervisors will continue to conduct detailed training sessions to inform every volunteer how to accurately take pledges from callers.
- Please be advised that ALL calls will now be recorded and periodically monitored for quality assurance and in order to maximize our volunteer experience.
- A common question is: "Will we be trained and fed??" Yes to both! Food is provided for every volunteer shift and our fabulous pledge supervisors will conduct an extensive training session on how to take pledge properly. They are also available throughout the shift to answer any questions that should arise during your shift.
- Groups **or** individuals who fail to show for their confirmed volunteer shift will result in no longer being eligible for future volunteer opportunities with WTTW11.

GROUP NUMBERS:	<ul style="list-style-type: none"> ▪ If you are bringing a GROUP to WTTW11 please endeavor to bring exactly the number of volunteers specified on your confirmation letter. If more people in your group want to sign up please check with the Volunteer Office first! ▪ If you think that you will not be able to fill your entire seat commitment please let the Volunteer Office know as soon as possible.
COMPANY/GROUP RECOGNITION:	<ul style="list-style-type: none"> ▪ For LIVE shifts: Groups of ten or more will receive three on-air mentions during live shifts. Your group name will be read verbally and your group name will appear in text on the screen. Except in rare instances, we are not able to read mission statements or message points.
SHIFT TIMES	<ul style="list-style-type: none"> ▪ START TIME: The arrival time is the start time listed on your confirmation letter. I.e. if the start time is listed as 6:30pm please aim to arrive as close to that time as possible. WTTW is not able to accommodate volunteers more than 45 minutes prior to the published shift start time. ▪ END TIME: WTTW11 will make every effort not to exceed the published finish time for each shift, however due to the nature of live television some shifts can overrun by a few minutes. Please let us know in advance if this will be a problem.
DRESS CODE:	<ul style="list-style-type: none"> ▪ Groups are encouraged to wear shirts with their company or group logo on them. These shirts are acceptable in any color but white as white clothing causes a glare on camera. ▪ Please do not wear anything bearing endorsement for a controversial issue or political candidate.

	<ul style="list-style-type: none"> ▪ Please avoid group hats.
AGE REQUIREMENTS:	Due to FCC regulations, participants must be at least 16 years of age.
HIGH SCHOOL GROUPS:	School groups must supply at least one chaperone for every ten students.
SIGNAGE:	We are not able to display banners or signs on the pledge set.
TOURS:	WTTW11 will have a tour guide available during some pledge shifts. When you arrive please check with the Volunteer Supervisor to see if a tour will be available.
FOOD:	<ul style="list-style-type: none"> ▪ WTTW11 will provide a catered cafeteria-style meal to all pledge participants. There are also soda and vending machines available. ▪ All pledge food is donated by Chicagoland restaurants. ▪ WTTW asks each catering partner to provide a VEGETARIAN option, but sometimes this does not happen. If you are a vegetarian and there is no vegetarian option WTTW will endeavor to make a special meal. ▪ WTTW is unable to accommodate any other special-needs diets. ▪ Volunteers may bring their own food if they choose.
LOCATION:	<p>WTTW Channel 11 Studios 5400 North St. Louis Avenue Chicago, Illinois 60625 773-583-5000 Driving directions are online at: http://www.wttw.com/about/directions.html</p>
PARKING:	Free parking is available in our large parking lot.

If you have any further questions please call the Volunteer Office at 773-509-5532 or email us at volunteer@wttw.com