

# WPARC EVENTS VOLUNTEER CHECKLIST

To help you prepare when volunteering to participate in a WPARC event, please consider the following:

- Wear your WPARC safety vest with your picture ID badge. If you don't own your own vest, the club will loan you one to use during the event. If you don't have a photo ID badge for the vest, please contact Dennis at [ki6hhaa@aol.com](mailto:ki6hhaa@aol.com) in advance and he will make one for you at no charge.
- Bring your Handy-Talkie (HT) radio and a second HT if you have one as a back-up radio for you or another volunteer who may need it.
- Be sure your batteries are fully charged for all radios you bring.
- Bring extra fully charged battery packs for all radios if you own them
- Bring a portable HT antenna other than the supplied rubber duck antenna for each radio that will give you additional signal radiation. If you don't own one, consider purchasing one. They cost less than \$20.
- Bring an ear bud for each HT radio to enable you to hear in noisy environments
- Know how to Lock and Unlock your HT keypad and tuning knob so you don't accidentally change settings or frequencies during the event and be sure to lock your radio keys during the event.
- Bring quick reference summary cards for each radio on how to program your radio. (See example below)
- Program the following frequencies into memory channels and know their location to give you quick access: 146.640 (WSAR repeater[ (-) PL 156.7]; 146.52 Simplex; 146.535 Simplex.
- Bring pens or pencils and a small pad of paper or clip board along with any information handouts provided to you (e.g. maps, schedules, event instructions, etc.)
- Bring a small roll of electrical tape.
- Bring personal items as needed (e.g. glasses, hat, cell phone, water, sun screen, insect repellent, folding chair, etc.)
- Other \_\_\_\_\_

**PLEASE NOTE: In addition to the above, if you are serving as the NET CONTROL STATION instead of an HT radio, plan on bringing whenever possible a mobile radio with at least 50 watts and a large portable antenna on a tripod or vehicle with a magnetic mount or J pole to be sure you have a strong, clear signal. Have a backup radio as well as a backup power supply such as a deep cycle marine battery or solar panels.**