

## **The Staff Handbook**

The Staff Handbook is a valuable information and communications link. The book itself must be carefully planned so that it is informative and educational without being so long that the reader "tunes out".

## **Volunteers**

Volunteers, carefully selected, assigned and briefed on their responsibilities, can make a significant contribution to any summit organization. The use of volunteers brings greater community involvement in these major events, and contributes to cost savings.

The decision to include volunteers in the organization force should be made well in advance. This decision will probably need to involve the political level.

See chapter on "Developing Special Programmes" for details on management of the volunteer programme.