Thank you for serving as a volunteer at this year’s University Undergraduate Research and Arts Forum (UURAF). Volunteers play a key role in helping the event run smoothly.

**Primary Responsibilities:**
- Review each of the Volunteer Instruction Guides to familiarize yourself with each position
- Greet and Check-In Volunteers
  - All volunteers receive Dairy Store Coupon; Check-in sheet will indicate the type of food voucher they receive: Snack (~$10) or Lunch (~$20)
    - The concession stand is open from 10:00 AM – 4:00 PM
  - Presenter Check-in Table Duty
    - Locate name tag, food voucher, and Dairy Store Coupon
    - Review instruction and responsibilities sheet
    - Send to Presenter Check-in Table
  - Volunteer Table
    - Locate name tag, food voucher, and Dairy Store Coupon
    - Review instruction and responsibilities sheet
    - Stay at Volunteer Check-in Table
  - Room Moderators: locate their packet and review the contents
    - Name Tag, Food Voucher, Room Moderator Instructions, and room schedule.
      - Review instruction and responsibilities sheet
    - For First moderator of a room: send them with a timer, clicker, and timecards. Ask them to leave the items in the room for the next moderator
    - For Last moderator of a room: ask them to return the timer, clicker + dongle, and timecards
  - Review how to locate presentations
    - Category/Room/Section listed on name tag and label of packet
    - Signs outside the rooms will indicate locations for category/section
      - Rooms B – D on Mezzanine level
    - No Shows: if a student does not show up, the time will be used as a break. Do not move ahead of schedule.