

UURAF | Volunteer Check-in Table

Instructions and Responsibilities

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.