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:**

- **Greet and Check-In Volunteers**
  - All volunteers receive Dairy Store Coupon; Check-in sheet will indicate if receive $8 food voucher or full lunch voucher ($18)
    - The concession stand is open from 9:00 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
  - Send to Presenter Check-in Table

- **Room Moderators: locate their packet and review the contents**
  - Name Tag, Food Voucher ($8 – valid TODAY only), Dairy Store Coupon (valid for 2-3 months; expired coupons are accepted due to pandemic closures), Room Moderator Instructions, and room schedule.
    - Review instruction and responsibilities sheet
    - If first moderator for their assigned room, send them with a timer, clicker, and time cards. Ask them to leave the items in the room for the next moderator.
    - If the last moderator for their assigned room, ask them to return the timer, clicker, and time cards.

- **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 A – D on Mezzanine level
    - Room 26 on Arena level
  - No Shows: if a student does not show up, the time will be used as a break; do not move ahead of schedule.