

Decoration Committee

Help with decorating, table skirting, balloon placement, during the daytime of the graduation at UMD. All of the materials will be provided by the decorations committee.

There are two shifts for the decorating for the volunteers, supervised by the Decoration Chairs. Please report to the Sports and Recreation Center at UMD at the rink level and

BACKPACK AND TRANSPORTATION COMMITTEE

Transportation Volunteers

We have Bus Chaperones and Wristband Volunteers at the DECC. Volunteer chaperones make sure students get on the party buses from the DECC after graduation to the party at UMD. Generally, there are two chaperones per bus. The volunteer bus chaperones typically need to be parents of juniors (or younger students) because they park at UMD, ride a bus to the DECC, and then ride a bus with the graduates to the party. As a last resort, senior parents will be used if enough junior parents do not volunteer.

Bus Chaperones

Please arrive at UMD by 8:30 p.m. The bus taking the parents to the DECC will leave UMD at 8:45 p.m.

Volunteers ride the bus to the DECC and then ride the bus back to UMD with the student. Volunteers can park their car at UMD. As a volunteer for the bus, the job is essentially:

- If students DO NOT have a wristband ready for them, *they must speak to one of the transportation chairs. Volunteer are to ensure that:*
- Each graduate **must** have a wristband to board the bus; if they don't have a wristband, send them to the volunteer table to get their wristband. If there's any question, see the folks at the table.
 - Verify they are NOT bringing purses, bags, or backpacks onto the bus. Cell phones and cameras are okay to have on the bus.
 - If you get a graduate that has an item(s) that is not allowed on the bus, collect it from them and tell them they may retrieve it at the baggage area when they get to UMD.
 - Give the item(s) to the onsite Committee chairperson who will make sure all item(s) get to the baggage area at UMD.
- Volunteers may ride the last bus with the graduates and other volunteers to UMD, attempting to keep the chaos kept to a minimum.
 - When arriving at UMD, guide the graduates in the right direction, as needed.
- Once all the graduates are safely inside the building, if your shift is over. Please check out at the Volunteer Table.

At UMD, park for free for Lot G

- From Woodland Avenue, turn West on West St Marie Street. Turn left on University Drive and park in Lot G free.
- The party is in the Sports and Health Center building on University Drive (less than one block), which is on the left just past the stop signs.
- Enter in the first door and upon arriving, please go to the Volunteer Room on the left directly inside the designated volunteer entrance door. Check in at the Volunteer Table and receive a volunteer stamp on your hand.

Wristband at the DECC

After the graduation ceremony, it's the volunteer's task to put wristbands on the students so that graduates can board the bus. Buses will be on the Harbor Side entrance of the Auditorium. The transportation chairperson will have the wristbands ready at tables along with the list of names to check off the students as they get their wristbands.

- If students DO NOT have a wristband ready for them, they must speak to one of the transportation chairs. Ensure that:
 - Each graduate **must** have a wristband to board the bus; if they don't have a wristband, send them to the volunteer table to get their wristband. If there's any question, see the folks at the table.
 - Verify they are NOT bringing purses, bags, or backpacks onto the bus. Cell phones and cameras are okay to have on the bus.
 - If you get a graduate that has an item(s) that is not allowed on the bus, collect it from them and tell them they may retrieve it at the baggage area when they get to UMD.
 - Give the item(s) to the onsite Committee chairperson who will make sure all item(s) get to the baggage area at UMD.
- In the event students have not signed up for the party, they can attend provided they have a form filled out and their parents/guardians bring them to the UMD party and pay for them in the registration area. For questions, see the chairs of the transportation committee or the ANGP.

Volunteers may ride the last bus with the graduates and parent bus chaperone volunteers to UMD, attempting to keep the chaos is kept to a minimum.

Backpack Management

General Plan: Backpacks are collect from each student at the DECC (during the morning shift at the DECC) and then transported to UMD by chairperson(s), searched, and stuffed with t-shirts (by the Daytime Shift volunteers at UMD), and access for students is managed at the ANGP (by the Evening Shift Volunteers). The chairpersons transport the backpacks to UMD. Delivery of the Backpacks: Bring them to the entrance by the zamboni doors outside of the UMD rink area. This will be the "student entry". Get a 'temporary parking' permit from the Sports Center to avoid getting a ticket. Backpacks will be unloaded to ANGP volunteers in the rink area for volunteers to search, stuff with t-shirts, and be secured. The Committee chairs will be at the DECC near the baggage collection area and will coordinate the activity. They will be handling the backpacks, purses, etc. that are not allowed on the bus, labeling them, and then putting items into a bin to be taken to the baggage area at UMD.

Morning Shift Volunteers: Backpack Intake at the DECC Before Rehearsal

Tables may be set up in the DECC lobby by alphabetical groupings of student names. Students will form a line to drop off their backpacks before they enter rehearsal. The chairpersons will have prepared sheets with registered student names ready to attach to the backpacks. New registrations may require that a nametag be made, and the chairperson will have a few extras for this purpose.

Attach the nametag to the backpack and place it behind the table (or in another area if designated that morning) for transport to UMD. Shuttle backpacks from the intake table to vehicles for transportation to UMD.

Backpack Daytime Shift Volunteers: At the Sports Center at UMD

Chairpersons will have designated a secured area for the backpacks in the Rink area at UMD. Meet the backpack transporter at the zamboni doors. Unload the backpacks and bring them to the designated area.

Volunteers are to search the backpacks according to the criteria below. Once searched, an ANGP t-shirt of the size indicated on the student's backpack tag should be placed in the backpack. Backpacks may then be placed in alphabetical order on tables along the wall as indicated by signs made by the chairpersons of the Backpack/Transportation Committee.

There will be a box of first aid items at this location for use throughout the night (*who provides this?*).

Prohibited items:

- Alcohol, water bottles, or liquids (we supply unlimited beverages)
- Drugs or medications must have a permission slip; other they must be removed.
- Weapons or anything that could be interpreted as a weapon
- Tobacco products of any kind
- Any prohibited items found will be removed, labeled, and placed in a bag to claim at the end of the party, or thrown away if illegal. Keep all confiscated items in one area in a bin or box.

Backpack Volunteer Tasks – During the ANGP

Backpacks are arranged alphabetically after they have been searched, and preloaded with a Senior T-shirt. Students may check out their backpack during the party, and they may keep it or re-check it. Students will also ask to have items such as prizes placed in their backpacks for storage.

At around 1:30 to 1:45 a.m., the students will begin to move in to the Romano Gym for the Hypnotist. The Entertainment Committee CLEAN-UP volunteers will arrive to begin cleaning up at that point.

All students are supposed to get their backpacks and take them into the Romano Gym for the remainder of the evening. If they don't, these backpacks are transported to the Volunteer Room for the students to collect on their way home.

Students will need to get direction on which door to leave (all should leave by the Volunteer Coordination room, where volunteers check-in; not the door they arrived through).

Volunteer and Security Position Tasks

Security volunteers help secure the event, with one or two volunteers assigned to each door/entrance/area. For those volunteers at ANY entrance, the job is to ensure that NO ONE without a wristband (student) or stamp (parent/guardian) enters the event.

- All students/grads/adult **must** have a wristband or a hand stamp specialized for the event. Any graduate that does not have a wristband will be ushered to the volunteer coordinator in the volunteer check-in area. If someone comes to your area/door and does not have a wristband or a stamp on their hand, they do not enter—PERIOD.
- In addition, no graduate will be allowed to leave the event unless they are being picked up by their parent(s), and have permission through the ANGP chairs. This needs to be strictly enforced. This

pickup must be confirmed with the registration chair before the student can leave; check in the volunteer room for the permission slips/approval.

- Security personnel at the other areas are to be sure that no students enter or exit through other doors or areas, or move through the boundaries.
- Around 1:45 a.m., please gather all materials and pick up your area completely or as soon as all of the graduates have left to go to the Romano Gym. Tables, etc. should be stripped – save any skirting, covering, or decorations (like the Hound Paws) that would be reusable.

Food Committee

Junior Parents/ first shift workers: Check with Food Chairperson for the shift upon arrival; they should be in the food area. They will help provide answers about the shift and start up and clean up. Help with set-up if needed. At the end of your shift, please make sure your area is clean for the incoming Senior Parent workers.

Discuss any issues or problems with them as the shift change occurs, and make sure they are comfortable with beginning the shift. Wipe tables or surfaces so that they are as clean as possible.

Senior Parents/Second Shift workers: Check with Food Chairperson if you have questions about your shift, and they should be near/in food area.

At 1:45 a.m., please gather all food/beverages and pick up your area completely or as soon as all of the kids have left to go to the Romano Gym.

While UMD staff will put away tables and chairs, the tables, etc. should be stripped. Save any skirting, covering, or decorations (like the Hound Paws) that would be reusable. All materials should be returned to the Volunteer Staging area, near the ANGP Volunteer entrance to UMD.

Entertainment Committee

For all volunteer tasks, discuss any issues or problems with them as the shift change occurs, and make sure they are comfortable with beginning the shift. Help with set-up if needed.

- Direct any questions to **Volunteer Coordinator room, the ANGP committee chairs, and the Entertainment Committee Chairs.**
- Monitor student behavior. Keep and maintain order of observers and participants.
- UMD staff will put away tables and chairs.
- All salvageable decorations and materials should be returned to the Volunteer area near the volunteer entrance to UMD.

Junior Parents/ Early Shift Workers

Look to see that all is set up and ready for your activity to begin. Help with set-up if needed. Direct any questions to Volunteer Coordinator room or the ANGP committee chairs. At the end of your shift, please make sure your area is tidy for the incoming Senior Parent worker. Discuss any issues or problems with them as the shift change occurs, and make sure they are comfortable with beginning the shift.

Senior Parents/Second Shift Workers

Please gather all materials and pick up your area completely at 1:45 a.m. or as soon as all of the kids have left to go to the Romano Gym. Tables, etc. should be stripped – save any skirting, covering, or

decorations (like the Hound Paws) that would be reusable. All materials should be returned to the Volunteer staging area, near the ANGP Volunteer entrance to UMD.

Entertainment Stations

Arcade Area

Items for the electronic arcade games are brought by the company, e.g., Midwest Coin Concepts. Electricity for the games is provided by UMD. Volunteers should patrol and oversee the area. Ping-pong tables are provided by UMD. All games are free and require no money. Please pick up all litter or left over items.

Class Flag (Poster)

Please have the graduates sign the “class flag” this is where students get to write something about their high school experiences, their plans, or get creative and predict their own future. Ideally, the class flag will be brought to their 10-year high school reunion. Please watch and ensure appropriate messages. Bring the flag to the volunteer station at the end of the evening, as it will be given to the class president.

Cleanup Volunteers

For all volunteer tasks, discuss any issues or problems with them as the shift change occurs, and make Grand Prizes used donations received.

Dairy Queen Bike Rider

A volunteer rides the DQ bike and hands out dilly bars purchased from Dairy Queen.

Floater(S)

Any of the entertainment tasks; usually the Entertainment Committee chairs. These floaters help with the student’s arrival, checking wristbands as they enter and cheering.

Fortune Teller

Will tell fortunes to those who come to her table. Make sure she feels comfortable. This area is below the stairs that lead to the rink/track and is outfitted with 3-4 chairs, table, and clipboard. Offer to provide food or beverages as needed. Clean up at end of the shift.

Inflatable Bouncy Houses

Please make sure the folks who manage the bouncy houses have everything they need. The Food or water delivery may be appreciated. Monitor student behavior.

Large Gym Area

Volleyball, basketball, floor hockey, and dodge ball. Patrol and oversee the area. Please pick up all litter or left over items. Monitor student behavior.

Magician and Disc Jockey

Please make sure the magician and disc jockey (DJ) have everything they need. The DJ usually has 10 chairs and is located on the rink floor. Food or water delivery may be appreciated. Monitor student behavior.

Massages / Haircuts/ Nails

Typically, there are four hairstylists and nail person and four massage therapists. Students interested in these activities are to sign up for a time, and leave a phone number. Parent volunteer needs to have a cell phone that they can text the student with 5-10 minute notice. The parent volunteer coordinates the students to the next available chair. Crowd control is at your discretion – please watch to make sure that

observers do not overcrowd the room. Offer beverages to the workers as needed. Monitor student behavior.

Photo Booth

Assist photographer with taking and tracking photos of the seniors individually or in small groups. Encourage the students to put them in their backpacks ASAP so they don't get lost. Any photos not yet picked up by graduates can be brought to the Lost and Found table in the Romano Gym at the end of the evening.

Prize Wheel

Each student will be allowed one spin of the Prize Wheel. A list of students (obtained from the volunteer area from the registration/treasurer) will be available so that names may be checked off once their turn is complete. Follow the procedure that the Prize Committee will have outlined for prize selection, distribution, and availability. Please see Chair of the Entertainment or Chair of the ANGP with questions.

Rock Wall

Trained UMD staff will assist the climbers. Those students interested in climbing are to form a line. Your job as the parent volunteer is to send students to the next UMD staff that is ready for another climber. Parent volunteers are NOT to assist climbers while on the wall. Please maintain order in the line and keep an eye on the observers. Monitor Student Behavior.

Tattoos/Caricaturist

Typically, there is one henna tattoo person and one caricaturist. There will be signup sheets for the tattoo artists and caricaturists. Students interested in these activities are to sign up for a time, and leave a phone number. Parent volunteers need to have a cell phone that they can text the student with 5-10 minute notice. The parent volunteer coordinates the students to the next artist (tattoo or caricaturist). Crowd control is at your discretion – please watch to make sure that observers do not overcrowd the room. Offer to get beverages for the service providers. Monitor student behavior. Keep and maintain order of observers and participants.

Prize Committee

For all volunteer tasks, discuss any issues or problems with them as the shift change occurs, and make Grand Prizes used donations received. Had around 40 grand prizes ranging from \$50 on up. Committee focused on prizes for new college student e.g. dorm size fridge, clock radios that are iPod docks. Grand prize give away may take a LONG time.