



7 - 8 a.m.

Check-In

- Park in Lot P5
- Go to Registration Desk in College Center (CC) upper mall area.
- You will receive:
 - T-shirt and nametag
 - Pink sign with the name of your class and teacher
 - Your class's schedule
 - Campus maps
 - Teacher Evaluation Form
 - Volunteer Evaluation Form

8 - 8:45 a.m.

Volunteer Orientation

- Volunteer Orientation will begin at 8 a.m. in the College Center (CC) Cafeteria.
- We'll give you time to explore the campus; do a walk-through of the route you'll take as you lead your class around. Be sure the Room # and presentation name (posted on classroom doors) match what's on your schedule.
- At 8:45 a.m., we'll meet up again in the CC Cafeteria. From there, we'll walk up to the bus-unloading area.

9 - 9:30 a.m.

Bus Arrival

- Your class will arrive at either 9 or 9:30 a.m. (see "check-in time" on your class schedule). Be waiting in the bus-unloading area 5-10 minutes before their arrival.
- Each bus will have a pink sign in the window with the school's name. Look for the pink sign that matches yours!
- Approach the bus and:
 - Make sure you have the right school (ask bus driver). Many buses will be carrying 2 classes from the same school (e.g. Duniway A & Duniway B). Find the right class/teacher (refer to your pink sign or schedule).
 - Welcome your class! Tell them (nicely!) to unload quickly and find a spot to gather.
 - Tell the bus driver to park in Lot P5 (the same lot where you parked).
 - Your teacher needs to gather lunch bin(s) and go to the College Center (CC). Right outside the CC, the teacher will drop off lunch bins (they can take a student or two, as needed, to carry the bins). Next, they will go inside the CC to the Registration Desk. Finally, the teacher will meet you at the first scheduled activity. If teachers need a copy of their schedule, they can get it at Registration.
 - Lead your class to their first activity. The teacher will meet you there.

9:30 a.m. - 1:30 p.m.

General Tips for the Day

- Class Guides are the public face of the festival to the schools. Be flexible and have fun! The kids and teachers really enjoy guides who take an interest in the class and activities.
- Your main job is to keep your class on schedule! Each activity is 25 minutes, with 5 minutes of passing time.
- Use the outdoor covered hallways to travel from activity to activity – don't lead your class through the College Center. The CC is only meant for classes that are visiting the Exhibit Hall or going to the Cafeteria.
- There are no scheduled bathroom breaks. Fit them in where you can. Point out bathrooms as you walk by them and encourage chaperones to take kids to the bathroom in small groups.
- If your bus arrives too late to attend their first activity (e.g. they're 10+ minutes late), they can fill the rest of that time slot by visiting the Exhibit Hall until the next scheduled activity.
- If a presenter goes longer than the allotted time, politely interrupt them and take your class to the next activity.
- If there's a problem with a scheduled activity (e.g. two classes are scheduled at same time), use that time slot to visit the Exhibit Hall instead. Refer to your schedule for the next activity.



9:30 a.m. - 1:30 p.m.

General Tips for the Day cont.

- There are two levels to the Exhibit Hall – upper and lower. Take advantage of them both!
- When your class is in the Exhibit Hall, they will likely separate. Have your teacher arrange a meeting time/place with the students (and hold up the pink sign on your clipboard). Or, keep an eye on the clock and use your voice (or get the help of teacher/chaperones) to round them up when it's time for the next activity.
- Exhibit Hall is closed 12-12:25 p.m. Please keep students away from the exhibits during this time.
- When your class attends a Stage Show, be ready to follow all directions provided by theater staff. It is essential to get your students seated quickly (fill in the front and center sections of the theater first). You will also need to exit quickly – the stage shows are back-to-back with little time to spare.

11, 11:30, or Noon

Lunch

- Your class has a 25-minute lunch shift (see schedule).
- Pick up your class's lunch bins (kids or chaperones can help). Bins are in the Lunch Drop-Off area outside the CC.
- If weather is nice, please eat outside – anywhere on school grounds is OK. Kids love the fresh air.
- If weather is not nice, please go to the location noted on your schedule. We had some last-minute changes on lunch locations. Follow YOUR schedule, even if it's different than your teacher's. YOUR schedule is correct.
- Students must be respectful – quiet voices, no trash left behind, etc. We don't want to disrupt PCC staff. This is especially imperative in the Health Tech (HT) Building.
- When kids are done eating, take them to the nearest Recycling Station (1 in CC Cafeteria; 1 outside HT Building).
- Your lunch break is the same as your class's. Complimentary lunches for volunteers are in the CC Cafeteria. Volunteers are encouraged to eat with their class, although this isn't required. Make sure you return in time to lead your class to the next scheduled activity.
- On your way to the next activity, return lunch bins to the Lunch Drop-Off area.

1:30 p.m.

Festival Ends

- During the last session, give your teacher the Teacher Evaluation Form (on your clipboard).
- Please also take a moment to complete your Volunteer Evaluation Form (on your clipboard).
- Hold on to the completed evaluation forms.
- When festival is over, remind teacher to pick up lunch bins from the Lunch Drop-Off area.
- Lead your class to the buses (parked in Lot P5) and help them find their bus.
- Thank the teachers and students for attending (again, Class Guides are the public face of the festival ☺)

1:45 p.m.

Check-Out

- Go to Registration Desk in College Center (CC) upper mall area.
- We'll collect:
 - Completed Teacher Evaluation Form
 - Completed Volunteer Evaluation Form
 - Clipboard and name tag
- Pick up your goody bag – thank you so much!

Need Help?

- If you have any questions (or if First Aid is required), come to the Registration Desk. It will be staffed all day.