



VOLUNTEER APPLICATION AND GUIDELINES FOR 2018

Name: _____

Date: _____

Contact Information

Daytime phone: _____ Cell phone: _____

Email Address: _____

Mailing Address: _____

_____, _____, _____
City State Zip code

Volunteer Days and Times Volunteer:

Friday, April 27 – Thursday, May 3, 2018

Judging Electronic Notebooks – Can be done on personal PC at volunteers convenience and distributed by event lead.

Thursday, May 3, 2018

Set Up (8:00 – 11:00 AM)

Check-In (2:00 - 6:30 PM)

Friday, May 4, 2018

Assisting with Competition (7:30 AM -12:00 Noon)

Judging Competition (7:30 AM – 1:00 PM)

Take Down (1:00 PM – 3:00 PM)

The Entire Event: May 3 through May 4, 2018

In case of an emergency, who should be contacted?

Printed Name: _____

Relationship: _____

Phone: _____

Volunteers know that certain risks may be present as a part of the Science & Tech Fair. By signing below, I release the Angelina County Science & Tech Fair, the George H. Henderson, Jr. Exposition Center, and the Angelina County Chamber of Commerce, and any other involved parties and their staff, representatives and volunteers from all liability for any injury which may occur while participating in preparation, implementation and take-down of the Angelina County Science & Tech Fair.

Signature

Printed Name

Date

Note: All volunteers are subject to background checks.

Return pages 1 and 2 to:
Susie Cardwell
Scardwell@LufkinTexas.org
Lufkin/Angelina County Chamber of Commerce



Please keep this for your records!

Volunteer Guidelines

Welcome!

We're delighted you're interested in helping with the Angelina County Science & Tech Fair (S&T Fair)!

Our Fair's success depends on the dedication and enthusiasm of volunteers like you!

We hope this booklet will serve as both an aid and a guide as we all work together to put on an exciting and successful S&T Fair. Please read it through, and keep the rest of the booklet for future reference.

Here are a few things you can count on in your time spent with the S&T Fair:

- You are vital to our success, integral to our efforts, and deserving of our unfailing courtesy and respect;
- While you'll work hard, you'll have fun;
- Your particular expertise or interest is important to us and we'll try to utilize your talents accordingly.

Here are some things we count on from you:

- As the face of the S&T Fair, we trust you'll be enthusiastic, dedicated, energetic, and flexible;
- We ask that you sign on for at least 3 hours of volunteer time during the event;
- That you may feel at ease and well-informed within the parameters of the event, you'll need to attend a volunteer training with your lead prior to your scheduled time.

Following are phone numbers and our address for your reference:

ANGELINA COUNTY SCIENCE & TECH FAIR
Lufkin/Angelina County Chamber of Commerce
1615 South Chestnut
Lufkin, Texas 75901
Tel (936) 634-6644, Fax (936) 634-8726
www.lufkintexas.org
www.AngelinaScienceandTech.com

Volunteer Benefits

- Free admission snacks, beverages, and food provided by Hospitality on the day you volunteer
- Working with some amazingly creative students that may challenge your creativity

Volunteer Code of Ethics

- Be prompt for your volunteer shift or shifts and arrive at least 15 minutes early to get instructions.
- Always present the S&T Fair in a positive way, both in your behavior and in the way you speak. Nothing shall be said or done to intentionally embarrass the Fair.
- NO ALCOHOL, NO DRUGS, NO AUDIO or VIDEO RECORDERS, NO PETS, NO WEAPONS.
- ALL volunteers shall treat staff, performers and other volunteers with respect.
- Volunteers shall make every effort to complete all duties assigned. Failure to contribute the required effort will result in dismissal from the Fair.
- Failure to adhere to the Code of Ethics may result in the immediate loss of your Fair volunteer standing.

Volunteer Responsibilities

It is vital that all volunteers present the S&T Fair in a positive manner and accept the following responsibilities:

- Follow the Volunteer Code of Ethics (please see the Volunteer Code of Ethics, above).
- Volunteers must work a minimum of 3 hours over the course of the Fair.
- Volunteers must attend all meetings of their team. If for some reason you are unable to attend, you must inform your Lead or Director.
- Please make sure you know what the appropriate attire is to wear for your specific area. The events and various areas are color coded and you may be asked to wear a particular colored t-shirt. Please arrange with your Lead or Director.
- Be informed about the Fair. Have a list of entry numbers in order of competition, a map or layout, a schedule, or event rules, depending on your responsibilities.
- Treat everyone with respect. Be polite and friendly. Work well in a team setting.
- If you are having difficulties, speak with your Lead or Director. If those difficulties are still unresolved, speak with the Fair's Chairman.
- Refer ALL questions involving policy or sensitive issues to the S&T Fair Chairman or to the Chamber's Community Development Manager, Susie Cardwell.
- Refer members of the media to the PR Lead, Tim Hobbs or Fair Chairman.

Be a team player. It is vital for all staff, performers and volunteers to work together in a respectful, friendly and helpful manner!

Volunteer Rights

- To be identified as a volunteer, but treated as a co-worker.
- To be well informed about the Fair program and Fair procedures.
- To feel comfortable with the tasks assigned to you.
- To be recognized for your contribution to the event.
- To know what is expected of you.

Scheduling:

The key to covering all our venues is your availability. Please be as certain as possible about the times you are able to work at the Fair. Then do your very best to be there on time, brimming with energy, and flexible to go where you're needed. If an emergency arises, please let your S&T Fair Chairman know as soon as possible so we can cover the shift.

Knowledge:

Our Fair is an energetic, two-day event that offers a wide array of events! It's important that you, as the face of the Fair, be familiar not only with the 'big picture', but with each day's slate of events, including entertainment, awards times, S&T Fair staff, etc.

Responsibilities:

Each volunteer position carries with it its own duties and parameters. It's essential to know these particulars and be comfortable within the role you'll play at the Fair. To that end, please don't hesitate to ask any questions you may have and be sure to attend all volunteer trainings.

Venue Facts:

Knowing the layout, entrances, exits, late pick-up locations, parking areas, and times of each different activity is critical. Additionally, it's good to know any staff and volunteers who share the responsibility with you in the time you're here.

Remember most situations encountered by volunteers during their shift can be handled by the use of common sense. Participation as a volunteer should give a sense of accomplishment as a result of the assistance provided in making the event a success.

Glass, Needles or Other Hazardous Items

It is important that the potentially hazardous item not be left alone while the volunteer seeks help. Ask another person to notify a person trained to deal with such an object, and remain with the object to guard against someone being injured. A qualified individual, for example, an EMS officer, a fireman, a policeman, or an Expo staff person will have the necessary equipment to properly dispose of the item.

As soon as possible after the item has been removed ensure you take a few minutes to record the incident, on the form provided in this handbook, while the details are fresh in your mind. In the event that you are injured while carrying out your duties, obtain first aid attention as soon as possible regardless of how minor the injury may be.

Dealing with an Irate Person

On rare occasions you may encounter an upset or irate client. In the event of confrontation, remain calm, and listen carefully. Maintain eye contact with the individual, and keep at a safe distance. Make every effort to de-escalate the stressful situation by speaking quietly. If you feel threatened immediately notify the nearest volunteer with a radio who will call for help. Immediately following the encounter, note the details in your logbook.

Some Guidelines

- Focus on the emotions first, remain calm as this may have a calming effect on the other person
- Listen carefully
- Obtain the individual's name, if possible
- Do not make promises you cannot keep
- Avoid escalation of the situation. Suggest alternatives or options
- Remain confident
- Obtain assistance from another volunteer or staff person, if required

Garbage Handling

When you notice a garbage can is full, never push down garbage. You must avoid the possibility of making contact with broken glass or other sharp objects. Notify a staff member who will get the appropriate clean-up crew member to handle the problem.

Lifting & Moving Supplies/Equipment

Care must be taken at all times to avoid injury to volunteers who are required to move or carry any materials. The following guidelines will help volunteers safely lift objects:

- Place feet apart for good balance
- Bend the knees, lift with the knees and the quads, and not with the back
- Hold the object as close to the body as possible
- Lift smoothly and slowly
- Pivot with the feet; do not twist the back
- Push, rather than pull a load
- Share the load with a partner

Serious Accidents/Emergencies

In the event of an accident, remain calm and prepare to assist the victim. As the basics about what happened:

- Who?
- Why?
- When?
- Was anyone else involved?

- Where?

Contact First Aid or 911

- If extent of the injury appears to be serious, do not attempt to move the victim. Call 911.
- Check the victim and assess the extent of their injuries
- Follow the emergency procedures for calling 911
- While waiting for emergency services, comfort the victim and record all necessary information
- When the ambulance arrives, provide the paramedic with all of the appropriate medical and emergency contact information for the victim.
- Contact your supervisor immediately and if the victim is under 18, contact the parents or caregivers of the victim
- As soon as possible, complete an Incident Report Form and forward a copy to TSFF Office

Minor Accidents

A minor accident or injury (for example, a scraped knee) can be treated by a qualified volunteer or staff member.

- Check the person and assess their injury
- Administer first aid or wait for the first aid attendant
- Ask the person whether they would like to contact anyone. If they are under 18, contact their parents or caregiver or remain until the program or event ends
- Inform the parent or caregiver of the injury. Even when the participant is feeling better at the end of the program or event be sure to inform the parent or caregiver of the incident.
- Make notes in your log book and contact your supervisor immediately

911 Procedures, Police, Fire, Ambulance

- Go to the nearest phone. (Hopefully, there will be a cell phone nearby!) Dial 911. Be prepared to state which emergency unit you need – e.g. police, fire or ambulance.
- State your name, location, address and phone number.
- For an ambulance, describe the type of injury and your location. Have a staff person or designated person meet the ambulance upon arrival and direct them to the victim's location.
- If the phone is not working in your facility's location, make the phone call at the nearest phone. For a pay phone, dial "0" and ask for 911.

Non-Emergency Numbers

Police Health Unit Ambulance Hospital Poison Control On-Site First Aid

Lost Children

Should you run across a lost child or lost “parent” find a staff member or volunteer with a radio so security can be informed. They will handle the situation. Also, if needed, the emcee can announce the location of the child.

Lost & Found Area

The Expo Office is located in the north end of the Main Arena Building and serves also as the Lost & Found office. If something is found see that it is taken to the Expo Office. For someone that has lost an item, refer them as well to the Expo Office.

Background Checks

All volunteers are subject to background checks.