



VOLUNTEER INFORMATION

RESIDENTIAL CONSTRUCTION CAREER DAY

Dear RCCD Volunteer:

We are looking for volunteers to assist with our inaugural Residential Construction Career Day on **Thursday, October 15 2015**, which will be held at **Cape Cod Fairgrounds in East Falmouth**. We are anticipating a total of **300 students** along with approximately 60 school personnel to attend this event. The purpose of this event is to introduce the students to the benefits of choosing a career in the construction industry.

Below is a list of the volunteer positions, the approximate number of volunteers needed in each area, and a brief description. If you would like to be a part of this exciting event, please fill out this form or go online to www.constructioncareerdaycc.org/volunteer-info submit the online form. Select your top 3 volunteer choices, in order of preference. We will make every attempt to assign you to your top choice (not guaranteed).

Schools will begin to arrive at 9:00am, and will depart by 1:00pm. **Volunteers must arrive in time to attend an orientation review at 7:00am, assist in registration set-up, and lend help to exhibitors as needed. Also volunteers should plan to stay until after the event concludes at 1:00 PM.**

Light refreshments will be available. You will be given your assignments at this time, and we will conduct a short walk through of the day's event.

Thank you for your participation in the inaugural Residential Construction Career Day of Cape Cod.

We look forward to providing an educational and enjoyable experience for the students who are attending this event. With your help, we will inspire them to consider rewarding careers in the construction industry as they make their future plans.

Sincerely,

The Residential Construction Career Day of Cape Cod committee

RCCD 2015 General Volunteer Information

Quick Overview "Flow of the Day"

Student buses will begin arriving at 9:00am. Volunteer bus greeters will enter the bus and review the schedule and rules for the day, including a safety orientation. Once orientation is complete they will disembark, and a volunteer student usher will escort them to the registration station to receive their backpacks, and handouts (map, plot plan, schedule, etc...) The student usher will then escort the group to their assigned starting point.

Schools will be pre-assigned to one of three groups.

Group A, B, or C will each have different lunch times, 20 minutes each.

Group A = 11:00am

Group B = 11:20am

Group C = 11:40am

Brief Safety Review:

- You will have a handout with a list of the Event Coordinators and emergency numbers
- Fire Extinguishers are located throughout the fairgrounds and will be reviewed during orientation
- First Aid Kits are located in the Job Booth and in the Exhibitor Building
- Bathrooms are located on the Fairgrounds, clearly marked on the map.
- Students must wear hard hats at all times in all areas, and safety glasses while participating in an activity or observing a demonstration

Photo Release/Distribution of Volunteer Badges:

- Parts of the event will be photographed and/ or video-taped. We need to have all Volunteers sign a photo release form. Once your photo release is signed you can pick up your badge.
- Your volunteer badge must be worn at all times so that the students and exhibitors will be able to identify volunteers if they need any assistance.

Additional Info:

It is highly recommended you dress in layers. The weather is unpredictable and you may be spending a lot of time outside. The outside areas will either be dusty or muddy. We suggest you wear shoes and outerwear that will keep you warm and dry. Some volunteer duties are inside but almost all volunteers will be outside at least some of the time.

It is preferred that purses and valuables not be brought to the event. We do not have a secured area to keep them. We recommend wearing clothing with pockets to keep your belongings with you. Smoking for volunteers will only be allowed outside of student view in the parking lot. Smoking is not allowed for the students.

The building and grounds have graciously been donated for this event. We must do everything we can to prevent damage and keep the facility clean. Please notify a Steering Committee member (their name tags will designate this) if you witness any damage or inappropriate behavior.

**Please select your top 3 volunteer choices, in order of preference (1 = First, 2 = Second, 3 = Third Choice)
Each volunteer duty will have an assigned Captain.**

CHOICE	DESCRIPTION Time: Wednesday October 14 at the Fairgrounds	NEED
All	Set-Up & Assembly of Registration Student Backpacks Captain: Volunteers will be needed to assemble the backpacks with hardhats, safety glasses, and handouts such as event map & schedule. Please schedule a time after the 7:00am mandatory volunteer orientation to participate in the assembly line.	All

CHOICE	DESCRIPTION Time: Thursday 8:30am to 9:30am or until last bus arrives	NEED
	Bus Greeters & Parking Lot Attendants Captain: Bus Greeters & Parking Lot Attendants and the Vol Captain will assemble in the parking lot. Once a bus enters the drop-off area, the Bus Greeter boards the bus and welcomes everyone, gives a brief orientation, safety talk, collects paperwork, and then turns them over to their assigned Student Usher. All buses will begin arriving at 9:00am. After all buses have arrived and all students have gone to their assigned stations, you will then report to the career day staff to be directed to areas of need as we close out the day.	7 3=ad 4=st

CHOICE	DESCRIPTION Time: Thursday 8:30am to 10:00am or until last bus arrives	NEED
	Student Ushers Captain: Once the Bus Greeters have finished the orientation process, they will dismiss the students/chaperones from the bus and turn them over to their assigned Student Usher, who will take them to the registration station. After registration, Student Ushers escort the group to their assigned beginning point. Then the Student Ushers return to the parking lot to wait for their second assigned group. More than one Student Usher may be assigned to larger groups. After all buses have arrived and all students have gone to their assigned stations, you will then report to the career day staff to be directed to other areas of need.	6 6=st

CHOICE	DESCRIPTION Time: Thursday 8:30am to 10:00am or until last bus arrives	NEED
	Registration Table (2 sets of tables; 4 volunteers each table) Captain: Every volunteer, exhibitor, equipment operator, press or any person wishing to observe the event must enter through the registration station to receive proper identification. Please arrive by 7:00am and we should be finished with registration by 10:00am. After all schools have registered and students have gone to their assigned stations, you will then clean up the registration area, move tables to lunch tent as needed, store leftover items in the assigned area or vehicle, then then report to the career day staff to be directed to other areas of need.	8 2=ad 6=st

CHOICE	DESCRIPTION	Time: Thursday 8:30am to 1:00pm	NEED
	Inside Facility Ushers		4 1=ad 3=st
	<p>Captain:</p> <p>You will be stationed throughout the inside of the Exhibit building to “greet, host and direct”. The Facility Ushers provide information, directions and will answer questions. Approximately 25 exhibitors are scheduled to be inside. Volunteers should ask exhibitors if they need any help. Students should be encouraged to visit all booths, ask questions and take as many handouts as possible. Student attendees should be reminded to complete their Plot Plan handout by having each exhibitor stamp their respective booth on the handout. Students will turn in their completed handout as they leave the event to be eligible for raffle prizes (movie tickets, gift certificates, t-shirts, etc).</p>		

CHOICE	DESCRIPTION	Time: Thursday 8:30am to 1:00pm	NEED
	Outside Facility Ushers		8 3=ad 5=st
	<p>Captain:</p> <p>You will be stationed at assigned outside exhibits to “greet, host and direct”. The Facility Ushers provide information, directions and will answer questions. The outside exhibitors will be set up in various outdoor locations. Approximately 10 exhibitors are scheduled to be outside. Volunteers’ primary responsibility is to make sure all attendees stay within the safety areas, and follow safety protocols and directions.</p> <p>Student attendees should be reminded to complete their Plot Plan handout by having each exhibitor stamp their respective booth on the handout. Students will turn in their completed handout to be eligible for raffle prizes (movie tickets, gift certificates, t-shirts, etc).</p>		

CHOICE	DESCRIPTION	Time: Thursday 10:30am to 12:30pm	NEED
	Lunch Attendants		4 2=ad 2=st
	<p>Captain:</p> <p>Volunteers will make sure students are in the correct lunch Group and at the correct time. Encourage them to quickly pick up their lunch and find a seat. Each 20 minute lunch session will have a speaker relating their experience and education, and the path they took to end up in their respective business. Volunteers are responsible for clean up of area.</p>		

CHOICE	DESCRIPTION		NEED
	Job Information Booth		2
	<p>This booth will have information about openings for internships, apprenticeships, and jobs. Volunteers will make sure information is available, and will answer questions.</p>		

CHOICE	DESCRIPTION	Thursday, Ongoing throughout the day & after 1pm	NEED
All	Clean Up		All
	<p>During the event we all must pitch in and do everything we can to prevent damage and keep the facility clean. Checking the bathrooms, litter pickup and disposal, etc... must be done on a regular basis. After the event it is all of our responsibility to leave the affected areas in better shape than when we began.</p>		



VOLUNTEER INFORMATION

**RESIDENTIAL CONSTRUCTION
CAREER DAY**

Volunteer Contact Information

NAME:

COMPANY/ORGANIZATION:

BEST PHONE # TO REACH YOU:

EMAIL:

AREA(S) OF EXPERTISE:

Choice: 1 st , 2 nd , and 3 rd	Volunteer Assignment
	<i>Set-Up & Assembly of Registration Student Backpacks (Wed Oct 14)</i>
	<i>Bus Greeters & Parking Lot Attendants</i>
	<i>Student Ushers</i>
	<i>Registration Table</i>
	<i>Inside Facility Ushers</i>
	<i>Outside Facility Ushers</i>
	<i>Lunch Attendants</i>
	<i>Job Information Booth</i>
	<i>Clean Up</i>

Thank you for volunteering!

Sign Up Online at
www.constructioncareerdaycc.org/volunteer-info
 or
 EMAIL or FAX your completed Volunteer Form to:
 Christine Duren at chris@capecodbuilders.org
 FAX: 774-470-2946

DEADLINE: THURSDAY OCTOBER 8TH