

# Info for STAFF/VOLUNTEERS

### <u> Parking Info</u>

Trio Day Busses & Vans will park in Parking Lot J. Off of Woodrow Ave & Barstow Ave. (\*\*map attached ) Parking is FREE !!!

Chaperones walk participants to Satellite Student Union entrance. 5 minute walk to SSU. (\*\* note booths for Vintage Day's Fair will be setting up, so keep use caution)

## **Registration Info**

- Counselor will find registration table in front of the SSU and turn in:
- 1. Registration Forms from program/s.
- 2. Trio Day Permission Slip (bundled by program)
- 3. TRiO Day Support Letters (bundled by program)
- 4. Water Bottles & Granola Bar Box.

Students will drop off their cans individually at the canned food drop off towards the latter of the SSU. Students and other staff with them will walk to their poster sign. Once head counselor comes back from registration table they will have them sign in for their shirts.

Once student receives and signs for shirt, they will go change in the restroom and return promptly to their group sitting area and/or grab snack.

Event will start at 9 am sharp! Please plan on arriving at least by 8:30 am. We will be there at 8 am.

#### During event counselors will gather: (\*All students should turn off Cell Phones & Camera's during event)

10:10 am - -1 participant per program should be lined up to go up stage with a counselor

- behind them to give their 1 minute proclamation.
- student will state their name, grade, program, counselor and read/state proclamation.
- student will pass microphone to next participant until they are done.
- -Scholarship Recipients & Nominators should be ready to go up stage.

11:15 am - All counselors/volunteers will be put into interactive groups activity.
-Prior, students will be categorized by a sticker/color on their name tag. We will explain activity.

#### At dismissal, prior to lunch

-At Dismissal, groups will dismissed by programs, staff will distribute \$6 lunch money to buy food at food booths & 4 flyers each student for them to go out to Vintage Day's Fair and give out.

-You should let your students know what time you will be regrouping and location to regroup. You may want to tell your students to meet 5 to 10 minutes early, in front of the Satellite Student Union.

#### On the bus/vans

-Complete Evaluations in full & mail back to our Upward Bound Office at Fresno State by April 23<sup>rd</sup>, 2010. 5240 N. Jackson Ave. M/S UC35 Fresno, Ca 93740

For more information, contact Ben Reynoso at (559) 278-2693 or breynoso@breynoso.edu.