

**AGENDA**  
**Math Day Volunteer Meeting**  
**3:30 pm, Friday, March 15, 2019 / Padelford C036**  
**Jim Morrow: Department of Mathematics, jamorrow@uw.edu**  
**Mary Jane Shirakawa: UW Conference Management, mjshir@uw.edu**

**Math Day luncheon** - Sign in today on the sign in sheet and indicate if you will be attending the luncheon in Mary Gates Commons.

**General Overview:** Math Day is Monday, March 25, 2019.

- The event runs out of the lobby in Kane Hall. Lectures and activities happen at other campus buildings.
- PLEASE let us know you are here by 'checking in' prior to your shift at the **Volunteer Table** in Kane Lobby where you will be given final direction on your volunteer duties.

**Fieldtrips/Activities**

- Before Math Day, try to make contact with the field trip contact person.
- Practice your route before Math Day!
- All fieldtrips depart from outside the front door of Kane Hall on Red Square.
- Collect the green sign for your tour from the volunteer check-in table inside Kane. Each field trip has a maximum number of people allowed (the quantity is printed on the green sign). Hold your sign up so the students with tickets will be able to find you. When you have reached your maximum number of students, with the correct ticket, you may depart for your location. **If you do not have the maximum number of students, take your group to the standby line in front of Kane Hall**, and offer the fieldtrip to the first students in line, working your way down the line until you are full. 1-2 staff members will help manage the standby line and can assist you. **We would like all the fieldtrips to be full so encourage the students to join your group.**
- Wear a watch, and leave **no later** than fieldtrip departure time written on the tickets.
- Guide your students to the fieldtrip, and at the end of the session, guide them back to Kane.
- During the session, politely, be the timekeeper, reminding the presenter that you need to leave in 5 minutes. Schedules are tight, so it is very important to stay on time.
- When you bring the students back to Kane, return the collected tickets to the volunteer table. Tell the coordinator how many students were in your activity OR email the information to [mathday@uw.edu](mailto:mathday@uw.edu)

**Presentation/Lecture Sessions**

- 1-2 volunteers are typically assigned to a session. Please plan to arrive early to assist with set up. We encourage you to email the presenter ahead of time to see what assistance they will need.
- If only 1 volunteer is assigned to a session -- **the priority is to aid the presenter**. A classroom services technicians will have unlocked the AV cabinet and will have checked the equipment. Contact us if there are any AV issues and we will send someone from classroom services to help.
- If 2 volunteers are assigned: one person should stand outside the building and direct people. Please ask students if they need any help. Think back to high school, some of these students are shy and may hesitate to ask for help. Be friendly! The second person should assist the presenter in the room and help students get settled.
- If the session fills, post a "Session Full" sign on the door. Please stand outside the door and help people select and find another session. There is a math game drop in activity in the lobby of Kane that attendees can join at any time.
- Please count approximately how many students & teachers attended your activities and relay the information to the volunteer desk. You can also send this information via email to [mathday@uw.edu](mailto:mathday@uw.edu).
- The classroom services website is helpful to see the schematics of the room your presenter is assigned to.  
[https://www.washington.edu/classroom/....](https://www.washington.edu/classroom/)

**Maps and locations and helpful links**

- Campus maps <http://www.washington.edu/maps/>
- Math day on the web: [www.uwmathday.org](http://www.uwmathday.org) or <https://www.math.washington.edu/~morrow/mathday.html>

**Questions**

**If you have questions or a scheduling conflict**, contact Jim Morrow: cell phone 206-898-7906; office 206-543-1161.

The **registration desk** can be reached day of the event by calling: **206-999-0275 or 206-999-3124**

**Safety & Security on Campus:** The University takes safety and security of volunteers and attendees very seriously. Prior to the event, all volunteers must review the information available under Safety and Security on Professor Morrow's Math Day website.

<https://sites.math.washington.edu/~morrow/mathday.html>