

## Helpful Information for Math Day volunteers

### AV in Classrooms

Classroom service technicians visit each lecture hall in the morning to unlock projectors and other A/V equipment so it should be available to the presenters

### Volunteers for: Fieldtrips/Activities

All fieldtrips depart from outside Kane Hall.

Collect the yellow sign for your tour from the volunteer check-in table inside Kane Hall. Each fieldtrip 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 your activity. When you have reached your maximum number of students – holding the correct ticket – you may depart for your location after giving your green sign to the staff member managing the standby line. **If you do not have the maximum number of students**, take your group to the standby line in front of Kane 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 be managing the standby line and can assist you. We would like all the fieldtrips to be full so help us to encourage other students to join your group!

Guide your students to the fieldtrip, and at the end of the session, guide them back to Kane Hall. 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. Plan to return the group at the end of the tour to Kane by the time Session Transition start times, which is 10 minutes before the next session. For activities in buildings far away from Kane, work with the presenter to end their activity or tour at a time that allows you time to walk back in time for the next session transition time.

Please count how many students & teachers attended your activity and relay the information to the volunteer or registration desk when you bring the students back to Kane. You can also send this information via email to [mathday@uw.edu](mailto:mathday@uw.edu)

### Volunteers for: Presentation/Lecture Sessions

1-2 volunteers will be assigned to a session.

- If the lecture has only **one** volunteer, they should assist the presenter in the room and help students get settled. Plan to arrive early to help with set-up. If the session fills, post a “Session Full” sign on the door. Once it is full, please stand outside the door and help people select and find another session. Kane Hall Lobby has a drop in activity (Math Games) going on during all sessions and it’s the best place to send students **once a session is underway**.
- If a second volunteer is assigned to a session, they 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!

For questions or issues during Math Day, call one of these numbers right away:

**206-999-0275 or 206-999-3124.**