

General Volunteer Job Descriptions

BPA Science Bowl General Volunteer
Early Morning Set Up

Time: 5:30 - 6:15 a.m. (note: the Science Bowl Event Coordinator will arrive at 5 a.m.)
Location: Franz Hall, Buckley Auditorium, Shiley Hall

Franz Hall

- Lobby set up
    - Put tablecloths on the tables
    - Find the little signs on the lobby cart that identify the activities and set them on their associated table. (see "LobbyRoomSetUp" dox)
    - Set up multiple easels and put lobby signage out
- Help move carts of t-shirts and bags to hallway outside of Score room for Volunteers who are working on the Skybridge of Franz Hall. **This needs to be done by 5:30 a.m.**
- Move volunteer t-shirts to volunteer room.

Buckley Auditorium

- Find the Science Bowl banner on a cart in the Score room. It will be marked "Buckley Auditorium."
    - On the auditorium stage, hang the top edge of banner almost touching University of Portland insignia sign.
    - It needs to be high in order to show up in photos.
    - Use black gaffers tape on the back of the sign, not the edges. (Don't want ugly gaffers tape showing up in the pictures!)
    - **This needs to be done by 6:15 a.m.**

Shiley Hall

- Place "Friends and Family Lounge" sandwich board on sidewalk in front of Shiley Hall so it is visible from the front steps of Franz Hall.
- Be sure the rope lighting on the board is turned on.

Hurry back to where you need to be for your first assignment of the day!

All volunteers, during your downtime check in with Volunteer Room staff to see if there are other needs or relax/eat in the Volunteer Lounge, or watch a competition.

Lunch is available from 11 a.m. – 1 p.m. in the Volunteer Room.

1:20 p.m. – group volunteer picture on the steps outside of Franz Hall.

BPA Science Bowl General Volunteer
Lobby information tables and activities
Various Franz Lobby Activity Tables

Science Bowl Central/Information Desk
Time: 6:15 a.m. – 4 p.m.
Location: Franz Hall Lobby

Tasks:

- **6 a.m.** check in at the Volunteer Room in Franz Hall, grab your name tab and breakfast then go to the lobby.
    - If staffing a lobby table, pick up a ***blue*** pom-pom. Wave the poms and cheer when the teams arrive from Buckley for the 8:30 a.m. rounds and for the afternoon double elimination rounds.
- **You must arrive at the lobby of Franz Hall by 6:15 a.m.**
- Greet coaches, teams and families. Hand out "Schedule of Event" flyers and answer questions throughout the day. Many informational handouts for coaches, students and volunteers are located in the plastic file box on the table.

Send coaches upstairs to check in and get shirts/bags. Only coaches are allowed upstairs!

Notes for check-in:

- Tell parents there are free warm drinks in the Friends and Family Lounge in Shiley Hall. Or, they can buy coffee and snacks in the basement of Franz Hall.
- Competition brackets are posted in the lobby.
- There's no Observer Table since families won't be allowed in the competition rooms. Also, we're not doing All Stars this year.

Notes for the rest of the day:

- From 9 a.m.-2:30 p.m., encourage people to try out activities in the lobby.
- Manage the lost and found. If someone has lost something have them describe it to you before you look for it. See if there is anything that matches their description. There is also a lost and found on the campus you can refer people to at 503-943-7161.
- Manage the first aid kit.
- Please give each other breaks throughout the day during the non-busy times
    - Visit the Volunteer Lounge for refreshments or watch a competition.

All volunteers, during your downtime check in with Volunteer Room staff to see if there are other needs or relax/eat in the Volunteer Lounge.

Lunch is available from 11 a.m. – 12:30 p.m. in the Volunteer Room.

1:20 p.m. – group volunteer picture on the steps outside of Franz Hall.

Last updated 1/21/2025

BPA Science Bowl General Volunteer
Lobby information tables and activities
Various Franz Lobby Activity Tables

Magnet Train, Lenz's Law, Faraday Motor Activities
Time: 8:30 a.m. – 2:30 p.m.
Location: Franz Hall Lobby

This activity is only manned by people who are very familiar with it. Clarisse Messmer (MS), Kellie Robinson and Bill Smith (HS) are the subject matter experts and they will train the general volunteers assigned to this activity.

Tasks:

- **6:00 a.m.** Check in at Volunteer Room in Franz Hall. If you are doing other volunteer work prior to helping with this activity or if you are arriving later in the day, your check-in time will be different.
    - If staffing a lobby table, pick up a ***blue*** pom-pom. Wave the poms and cheer when the teams arrive from Buckley for the 8:30 a.m. rounds and for the afternoon double elimination rounds.
- **Set up and staff the Magnet Train, Lenz's Law, Faraday Motor Activities by 8:45 a.m.**
- Interact with participants who are interested in activity.
- Please give each other breaks throughout the day during the non-busy times.
    - Visit the Volunteer Lounge for refreshments.
- Tear down table at 2:30 p.m.
    - Throw away trash.
    - Pack supplies into rolling tote or plastic bin.
    - Neatly fold the tablecloth.
    - Place all items on top of the table when finished.
    - Return pom-poms to Volunteer Room.

Notes:

- If asked, let people know that the competition brackets will be posted in the lobby.
- Refer people to Science Bowl Central/Information table if you're not sure about the answer to something.
- Lost and found and a first aid kit are at the Science Bowl Central table.

All volunteers, during your downtime check in with Volunteer Room staff to see if there are other needs or relax/eat in the Volunteer Lounge.

Lunch is available from 11 a.m. – 12:30 p.m. in the Volunteer Room.

1:20 p.m. – group volunteer picture on the steps outside of Franz Hall.

BPA Science Bowl General Volunteer
Lobby information tables and activities

Various Franz Lobby Activity Tables

Task: Fire Extinguisher Simulation Game Activity
Time: 8:30 a.m. – 2:30 p.m.
Location: Franz Hall Lobby on the right side by front doors

This game pits players against a fake fire situation so they learn how to safely and effectively use a fire extinguisher. While they virtually play with fire, the Safety Office staff teach them about the acronym, PASS, which stands for "pull, aim, squeeze, sweep" helping them to remember how to correctly put out a fire. This activity is staffed by subject matter experts from BPA's Safety Office.

Tasks:

- **8:15 a.m.** check in at the Volunteer Room in Franz Hall. Grab breakfast and a drink and then go back to the lobby to set-up activity.
    - If staffing a lobby table, pick up a ***blue*** pom-pom. Wave the poms and cheer when the teams arrive from Buckley for the 8:30 a.m. rounds and for the afternoon double elimination rounds.
- **Set up Fire Extinguisher Simulation Game Activity by 8:45 a.m.**
- Interact with participants who are interested in activity.
- Safety Office staff will lead players through this activity. One will lead and another will assist with crowd control and telling players to set down their backpacks before they begin.
- Give each other breaks throughout the day during the non-busy times.
    - Visit the Volunteer Lounge for refreshments.
- Tear down table at 2:30 p.m.
    - Throw away trash.
    - Pack Safety Office supplies back into their special rolling suitcases. Put any other materials on top of a table in the lobby when finished.
    - Return pom-poms back to the Volunteer Room.

Notes:

- If asked, let people know that the competition brackets will be posted in the lobby.
- Refer people to Science Bowl Central/Information table if you're not sure about the answer to something.
- Lost and found and a first aid kit are at the Science Bowl Central table.

All volunteers, during your downtime check in with Volunteer Room staff to see if there are other needs or relax/eat in the Volunteer Lounge.

BPA Science Bowl General Volunteer
Lobby information tables and activities

Lunch is available from 11 a.m. – 12:30 p.m. in the Volunteer Room.

1:20 p.m. – group volunteer picture on the steps outside of Franz Hall.

Last updated 1/21/2025

BPA Science Bowl General Volunteer
Morning Registration
Team Check-in table & Team T-shirt and bags giveaway table

Time: 6:15 a.m. – 9 a.m.
Location: Franz Hall, skybridge (upstairs)

Tasks:

- **6 a.m.** Check in at Volunteer Room in Franz Hall.

- Grab your breakfast then go upstairs to the skybridge to set up your table. There are two tables located on the sky bridge of Franz Hall's lobby. One is for the team check-in and the second is for team t-shirts/bags giveaways. Typically, there's two volunteers for each table.

- Only coaches are allowed upstairs. Access is controlled by the Stair Monitors.

- Teams check-in table:
    - Let the Gamemasters know if there's any 3-student teams. Those teams will be unable to advance to the afternoon rounds.
    - See the instructions about the colored wristbands in the coach's packets for schools that have multiple teams. The color-coded wrist band (one color per team) is to decrease the risk of floating players between rounds and having multiple alternate players (only 1 is allowed; a 6th person can come but no wristband so they can't compete).
    - Let the Gamemasters know if any teams have not checked in.

- Teams t-shirt and bags giveaway table:
    - Do not tie the bags together as they will tangle.
    - Teachers gets included in the bag and T-shirt count.

- After you finish your shift please go to your next assignment or check-in with the Volunteer Room Coordinator in Franz Hall if you need an assignment. Remember, drinks and food are available in the volunteer lounge.

- Lunch is available from 11 a.m. – 12:30 p.m. in the volunteer lounge. Boxed lunches available. One box per person.

All volunteers, during your downtime check in with Volunteer Room staff to see if there are other needs or relax/eat in the Volunteer Lounge, or watch a competition.

1:20 p.m. – Group volunteer picture on the steps outside of Franz Hall.

Last updated 1/21/2025

BPA Science Bowl General Volunteer
Breakfast for Student Teams

Time: 6:15 a.m. – 9:30 a.m.
Location: Buckley Auditorium

Tasks:

- **6:00 a.m.** Check in at Volunteer Room in Franz Hall.

- Grab your breakfast then go to Buckley Auditorium. If you stand at the front of Franz Hall and look to your left, Buckley Auditorium will be the second building you see. There is also a large Science Bowl sign on the sidewalk.

- **You must arrive at the lobby of Buckley Auditorium by 6:15 a.m.**

- Catering will put the food and beverages on the tables. They are supposed to leave space between the tables and the wall so you can stand behind the food tables.
    - Wear plastic gloves when you hand students their food. Strategically hold back a few boxes of the pastries so late students can have some.

- Leave any remaining food and drinks on the tables after your shift. Sweep through the lobby to see if any belongings are left behind after 9 a.m.

- Clean up
    - Clean up supplies can be found by the lunch cooler area in the lobby. If they are not available, they might be in use by other volunteers inside the auditorium.
    - Pick up trash and if need be, sweep the lobby.
    - Return lost items to lost and found at Science Bowl Central in Franz Hall lobby.

Notes:

- Food is for students and coaches only.
    - They can also go to the Friends and Family Lounge in Shiley Hall for warm drinks.

All volunteers, during your downtime check in with Volunteer Room staff to see if there are other needs or relax/eat in the Volunteer Lounge, or watch a competition.

Lunch is available from 11 a.m. – 12:30 p.m. in the Volunteer Room.

1:20 p.m. – group volunteer picture on the steps outside of Franz Hall.

BPA Science Bowl General Volunteer
Buckley Auditorium Setups

Lunchtime Ceremony Setup

Time: 9:30 a.m. – 11:30 a.m.
Location: Buckley Auditorium (if you stand at the front of Franz Hall, it's to the left)

Tasks:

- By **7 a.m.** check in at the Volunteer Room in Franz Hall.
- Grab your breakfast
- At 9:30 a.m., Ruth will deliver the cart of supplies to set-up the stage
- Put a Science Bowl sign on the lectern (make sure the gaffer tape is hidden)
- Set up there tables with tablecloths, the trophies and strobe lights



All volunteers, during your downtime check in with Volunteer Room staff to see if there are other needs or relax/eat in the Volunteer Lounge, or watch a competition.

Lunch is available from 11 a.m. – 12:30 p.m. in the Volunteer Room.

1:20 p.m. – group volunteer picture on the steps outside of Franz Hall.

Afternoon Final Rounds

Time: 2:30 – 3:30 p.m.
Location: Buckley Auditorium (if you stand at the front of Franz Hall, it's to the left)

Tasks:

- Reset trophies and lighting
- Set up competition tables to mirror a competition room setup
    - Black table cloths provided by U of P
- Set up the Officiant's table
- Set up a buzzer kit. Tape down the floor wires to prevent tripping.
    - Note: There is a backup buzzer kit in Buckley for final rounds. But if they're not working, take a bin from a morning competition round (tear down begins at 1:30 p.m.).
- Test all microphones and place them CLOSE to the chairs (so the kids don't have to lean)
- Set up a table on the left side for the time clock
- Set up an easel and score board



Note: All rolling carts need to be back at Franz Hall for afternoon pickup by 3pm. Only leave what you need for Final Rounds at Buckley. All leftover equipment will be taken back to BPA in Heather or Elissa's personal vehicle.

Catering/Food Monitors

Time: 6:15 a.m. – 3 p.m.
Locations:

- Franz Hall – This is where you will begin your day.
- Buckley Auditorium – to the left when standing on the steps of Franz Hall.
- Shiley Hall – to the right when standing on the steps of Franz Hall.

Tasks:

- **6 a.m.:** check in at the Volunteer Room in Franz Hall.
- After you check-in at the Volunteer Room, look on the chalkboard ledge for a clipboard that is marked **"Food Monitor."** It has the schedule/catering list you will use throughout the day. At the end of the day, return the clipboard and paperwork to the Scoreroom.
- **6:15 a.m. - 9 a.m.:** Inventory food provided at breakfast in:
    - Franz Hall volunteer room.
    - Buckley Auditorium team food tables in lobby.
    - Shiley Hall hot drink service in Friends and Family Lounge area.
- **10 a.m.:** Inventory snacks provided in Franz Hall volunteer room and the Skybridge on the second floor above the lobby.
- **11 a.m.:** Inventory lunch provided in Franz Hall volunteer room
- **1:45 - 2:30 p.m.:** Inventory afternoon snack food in Franz Hall volunteer room/Skybridge.

At the end of the day, return the clipboard and paperwork to the Scoreroom in Franz Hall. Write "Science Bowl Lead Event Coordinator" on a piece of paper and put it on top of the paperwork on the clipboard.

Notes:

- Inventory is important to ensure BPA is getting what we paid for.
- If problems, go to the Volunteer Room and find a coordinator with a walkie-talkie so they can call the Science Bowl Event Coordinator.
- If asked, let people know that the competition brackets will be posted in the lobby.
- Refer people to Science Bowl Central table if you're not sure about the answer to something.
- Lost and found and a first aid kit are at the Information/Science Bowl Central table.

All volunteers, during your downtime check in with Volunteer Room staff to see if there are other needs or relax/eat in the Volunteer Lounge, or watch a competition.

Lunch is available from 11 a.m. – 12:30 p.m. in the Volunteer Room.

1:20 p.m. – group volunteer picture on the steps outside of Franz Hall.

BPA Science Bowl General Volunteer

Safety and evacuation

Time: 7 a.m. – 3 p.m.
Location: various locations throughout the campus

Tasks:

- **6:30 a.m.** Check in at Volunteer Room in Franz Hall.
- Pick up a walkie-talkie so the Event Leads can contact you.
- Monitor the three buildings we're occupying (Franz, Shiley and Buckley Auditorium) for potential safety hazards.
- Ideally this volunteer will be First Aid certified and can assist if there's a medical emergency.
- Facilitate a building evacuation, if necessary.
- Contact campus security, if necessary. 503-943-7161.

Notes:

- U of P's Public Safety Emergency: 503-943-7161.
- U of P's Lost and Found: 503-943-7161. (Science Bowl's lost and found is the Science Bowl Central/Info table in the lobby)
- Welcome assembly is at 8 a.m. in Buckley Auditorium; student teams must have their team photo completed before then.
- The afternoon presentation is at 12:30 pm – 1:15 pm in Buckley.
- Final Rounds start at ~4 pm in Buckley.

All volunteers, during your downtime check in with Volunteer Room staff to see if there are other needs or relax/eat in the Volunteer Lounge, or watch a competition.

Lunch is available from 11 a.m. – 12:30 p.m. in the Volunteer Room.

1:20 p.m. – group volunteer picture on the steps outside of Franz Hall.

BPA Science Bowl General Volunteer

General Volunteer Floats

Time: 6:30 a.m. – 3 p.m.

Location: various locations throughout the campus

Tasks:

- **6:30 a.m.** Check in at Volunteer Room in Franz Hall.
- Pick up a walkie-talkie so the Event Leads can contact you.
- Roam the campus and ask all the stations if they need anything. This position is a general assistant to everyone, especially the Event Leads.
- Clean the bathrooms (supplies and air freshener in the Volunteer Room).
- Tidy anything you see that's messy.
- At 1:30pm, bring in the plastic A-frame signs from the University of Portland's entrance and parking lot (not the ones in the courtyard) and store in the Scoreroom.
- Can assist with Tear Down & Inventory starting at 1:30pm.

Notes:

- Welcome assembly is at 8 a.m. in Buckley Auditorium; student teams must have their team photo completed before then.
- The afternoon presentation is at 12:30 p.m. in Buckley.
- Only 16 teams advance to the afternoon double elimination rounds.
- Final Rounds start at ~4 p.m. in Buckley.

All volunteers, during your downtime check in with Volunteer Room staff to see if there are other needs or relax/eat in the Volunteer Lounge, or watch a competition.

Lunch is available from 11 a.m. – 12:30 p.m. in the Volunteer Room.

1:20 p.m. – group volunteer picture on the steps outside of Franz Hall.

BPA Science Bowl General Volunteer

Photography Assistants

Time Commitment: 6 – 10 a.m.

Tasks:

- **6 a.m.** check in at the Volunteer Room in Franz Hall. Receive a name tag and tee-shirt, if haven't picked up already.

- Grab your breakfast then go to Buckley Auditorium. If you stand at the front of Franz Hall and look to your left, Buckley Auditorium will be the second building you see. There is also a large Science Bowl sign on the sidewalk.

- **You must arrive on the stage of Buckley Auditorium by 6:15 a.m.**

- Check in with the photographer. They will be on the stage.
    - Let them know you are there to help. They will review the process with you.

- Your role is to manage the lines of students who are waiting to get their team photo. We have to quickly move hundreds of students through during this time period.
    - Students will line up on the stairs and it gets congested. They will come down in teams for photos.
    - Help organize students. Keep lines moving.

- Coordinate flow: make sure the next group is getting ready while previous group is having their photo taken.
    - All team members and coach(es) must be present for the photo.
    - Each team **must** have their blue team sign (in their manila folder) out and ready for photo.
    - If a team is waiting for members they will have to move back in the line so others can move forward.
    - If you find anything that someone left behind, please take it to Science Bowl Central's lost and found in the Franz Hall Lobby.

- **8:00 a.m.** – This assignment is completed. After you finish your shift, please go to your next assignment. If you do not know your next assignment, check-in with the Volunteer Room Coordinator in Franz Hall.

All volunteers, during your downtime check in with Volunteer Room staff to see if there are other needs or relax/eat in the Volunteer Lounge, or watch a competition.

Group volunteer photo on the steps of Franz Hall at 1:20pm sharp.

BPA Science Bowl General Volunteer
Runners

Time: 7 a.m. – 4 p.m.

Location: Franz Hall

7 a.m., check in at the Volunteer Room in Franz Hall. Then find the Runner Coordinator for your instructions.
7:45 a.m., report to your assigned area.

Lead runners:

- Get your instructions from the Runner Coordinator.
    - The Runner Coordinator will give each Lead Runner a walkie-talkie when you check in.

- Perform crowd control.
    - You will move teams out of rooms and away from doors.
    - Place rope barrier/caution tape barriers up to keep teams away from competition rooms.
    - Removable tape and caution tape are available in the Volunteer Room.

- Answer parent/team questions.
    - Use your walkie-talkie to contact the Runner Coordinator the Volunteer Coordinator for any questions you can't answer.

- Assist the Officiants in competition rooms.
    - You might need to go to the Volunteer Room or Science Bowl Central (lobby) to pick up extra office supplies.
    - You might need to go to the Score room for new buzzer kit equipment, batteries, etc. or to get one of the Games masters to come to a competition room.

Runners:

- Follow instructions from the Lead Runner.
- Carry completed score sheets to Score Room.
- Collect any needed supplies for the rooms (extra sheets, pens, tape, etc.) from Science Bowl Central (lobby) or Volunteer Room.

Lunch is available from 11 a.m. – 12:30 p.m. in the Volunteer Room.

1:20 p.m. – Group volunteer picture on the steps outside of Franz Hall.

1:30 p.m. – Afternoon rounds begin. Report to your assigned area.

Note: If an Officiant team in the afternoon uses a tie-breaker question set, make sure you communicate that to the Scoreroom so no other Officiant teams use the same set of questions.

BPA Science Bowl General Volunteer
Tear Down & Inventory Crew

Time: 1:00 - 5 p.m.
Location: Franz Hall

Tasks:

- Check in at the Volunteer Room in Franz Hall by **12:45 p.m.** if this is your first job of the day. If not your first job of the day, you have already checked in.
- Lunch is available from 11 a.m. – 12:30 p.m. in the Volunteer Room.
- **1:20 p.m.** - Group volunteer picture on the steps outside of Franz Hall.
- **1:30 p.m.** - Go to the lobby and meet at the Science Bowl Central/Information table
    - Tell them you are there for the tear down and you need an orientation.
    - The Tear Down Coordinator will give you room and partner assignments and a map of the competition rooms.
- There should be big wooden carts, stored in the Score Room, now moved to the lobby for transporting/storing the bins.

Tear down all competition rooms - Collect equipment, bins and signs from door and tables

- There is one large bin for each room.
- This is fragile work that requires care and a little bit of lifting.
    - If anything is too heavy for you, please feel free to ask someone else to lift or move it.
    - Please put things away neatly so that the items can be reused for the next event.
- The officiants are supposed to put everything into bins and return it to Science Bowl Central after their last competition round, but this doesn't always happen. Bin inventory still needs to happen.
- Follow the instructions and carefully pack the buzzer kits into their plastic box (instructions are in manila envelope, plastic buzzer box or taped to somewhere in the large bin.)
    - Make sure all items in the inventory lists below are back in the bin.
    - We only tear down the materials we brought (see list tapped to inside of bin lid and on page 2).
    - Put office supplies and signs from the door into bins.
- If items need to be repaired or replaced, please tape a note to the top of the lid.
- Remove door signs and team table signs with care. Please fold tape over so that they don't stick to each other.
- Wipe down scoreboards using spray cleaner and towels provided.
- Throw away any garbage/clean the room.
- Don't forget the doorstop!
- Leave the tables in the room for University of Portland to take away. **VERY IMPORTANT: DO NOT TEAR DOWN TABLES. LEAVE THEM OPEN, STANDING, AS-IS.**
- Put all bins on carts in Franz Lobby.

Tear down Franz Hall Lobby

- Take down all BPA items such as easels, foam core posters, rolling bags, pack up items on tables, etc.
    - Put all of the above items on the rolling carts.
- Throw away any trash.
- Remove event-specific (middle school/high school) signage. We need to take back the big signs to throw away at BPA, if they don't fit in U of P's garbage cans. We don't want to leave piles of trash at U of P.

Centralize all bins on the rolling carts in the lobby for First Movers to pick up by ~3:30 p.m.

Notes: ***Do not worry if First Movers is there early. Do not rush on their behalf.*** We need to carefully put equipment away so nothing gets damaged. The movers and their managers know that the schedule can change and that they might have to wait.

Bin inventory:

Loose in Bucket

Board cleaner
Extension cord
Paper towels
Velcro strip

Box with Handle

Buzzer system
Control box
8 lights (4 red, 4 amber)
2 sets of lead wires

Ziploc Bag

12 sharpened #2 pencils
12 scratch pads
2 expo dry erase markers
Pencil sharpener
Scotch tape
Door stop
2 stop watches
Dry eraser

Manila Envelope

2 stop signs
1 set competitor signs (A & B, 4 each)
30 pink score sheets
20 green back-up score sheets
4 sheets legal size paper

Blue Folder Includes:

- Important Rules
- Script
- Penalty Tip Sheet
- Officiant Where Should I Be?
- Challenges Tip Sheet
- Room Set up and Tear down Information

BPA Science Bowl General Volunteer
Room Coordinators

Time: 5:30 a.m. – 4 p.m.
Location: Franz Hall, Volunteer Room (turn right off the lobby to find the volunteer area directly after the elevators)

Roles:

- **Officiant check in:** Arrive at 5:30 a.m. and leave at 1:30 p.m.
- **General Volunteer & Runner check in:** Arrive at 5:30 a.m. and leave at 4 p.m. Stay until the movers arrive.
- **Volunteer room assistant(s):** Arrive at 6 a.m. and leave at 1:30 p.m. Errands during the morning and then general support as needed**. At 9 a.m. go to Scoreroom and take cart for Buckley Auditorium over to stage.** It has plastic bins on it and a sign that says Buckley Auditorium.
- **Runner Coordinator:** Arrive at 6 a.m. After Runners check-in, you'll give each Lead Runners walkie-talkies and brief all Runners on their assignments. You'll give breaks to Runners throughout morning then be a Runner for 2nd floor from 12:30 p.m. until final rounds.

Tasks:

- Check in volunteers (including officiants and runners), give out volunteer shirts (if haven't been picked up already, nametags. Give question binders to Moderator and Judge/Timekeeper Officiants only.
    - Answer questions about job descriptions and locations.
    - If a general volunteer is staffing a lobby table, give them a ***blue*** pom-pom. Wave the poms and cheer when the teams arrive from Buckley for the 8:30 a.m. rounds and for the afternoon double elimination rounds.
- Protect volunteer's possessions. Watch coats, purses.
- Keep room tidy and organized.
    - Organize volunteer t-shirts that weren't picked up.
    - Keep food area clean
    - Tear down boxes
- Assist with food setup in lunchroom.
    - Everyone keeps an eye on the lunchroom door and monitors traffic to ensure it is Volunteers ONLY who are taking refreshments.
    - Write **"one lunch per person"** on chalkboard. If people ask about the policy explain that we want to be sure all volunteers are fed. Sometimes competitions run long and Volunteers do not get lunch until 12:30 p.m. or later.
    - Control access
        - If you see someone without a name tag, remind people that food is for volunteers ONLY.
    - Lunch is available from 11 a.m. – 12:30 p.m. in the Volunteer Room. Snacks are available around 2:30 p.m.

- *New in 2024*: Once the afternoon rounds begin, start breaking down the remaining officiant binders (saving one intact as an example for Media Services). Save the evergreen papers, like maps, rules, job descriptions, etc. Using BPA's confidential recycling bins, recycle the questions and cover sheet, but save the tab dividers. Return the empty binders/tab dividers back to the cart.
- Evening tear down
    - Recycle the remaining officiant binders
    - Pick up trash before you leave at 4 p.m.
    - Check all the rooms on both competition levels.
    - Put rooms back in order.
    - Remove BPA belongings (red stop signs, door stops, felt tip pens, etc.).
    - Take lost and found items from Science Bowl Central to the University's Security Office.
    - After everything has been cleared out of Franz Hall, make sure the movers have found the plastic A-frame tent signs in the parking lot.

All volunteers, during your downtime check in with Volunteer Room staff to see if there are other needs or relax/eat in the Volunteer Lounge.

Lunch is available from 11 a.m. – 12:30 p.m. in the Volunteer Room.

1:20 p.m. – group volunteer picture on the steps outside of Franz Hall.