

# *Honor Day Awards Ceremony*

Center for the Arts at Wesley Chapel

## **Volunteer Descriptions**

All volunteers are asked to report to the Wesley Chapel High School Gymnasium

**Volunteer Pre-Reception: 2:00 p.m.**

*Phase I: 1:45 – 5:00 p.m.*

*Phase II: 4:45 – 8:00 p.m.*

### **Volunteer Areas:**

- Pre-Receptions for Volunteers and College and Career Fair Representatives
- College and Career Fair
- Student Check-In
- Administrator/Dignitary/VIP Check-In
- Ushers for Reserved Seating
- Award Set-Up and Certificate Distribution
- Program Distribution
- Student Line-Up

### **Volunteer and College and Career Fair Representative Pre-Receptions**

*Number Requested: 5-10 volunteers*

*Timeframe Needed: 1:45 p.m. – 4:30 p.m.*

Assist with set-up and breakdown of Volunteer pre-reception and transition to set-up and breakdown of College and Career Fair Representative pre-reception.

### **College and Career Fair**

*Number Requested: 10-15 volunteers*

*Timeframe Needed: 2:15 p.m. – 5:15 p.m.*

Assist College and Career Fair Representatives with check-in, receipt of thank you gift and directing them to their designated table.

## **Student Check-In**

### ***PHASE I:***

*Number Requested: 20-24 volunteers*

*Timeframe Needed: 2:00 p.m. – 5:00 p.m.*

Volunteers will be stationed in the lobby of the Wesley Chapel High School Gymnasium. Each volunteer will be assigned to one (1) of six (6) groups of schools, noted either as High School Group A, B, C or Middle School Group A, B, or C. Each group will consist of at least three (3) or four (4) volunteers who will be stationed at a given table. There will be a sign posted above the table indicating where each group is located. As students arrive to check-in, they will be directed to their appropriate group.

At each table volunteers will have the following materials:

- Folder containing the list of students from the schools in the specified group
- Ruler
- Pen
- Pencil
- Highlighter
- Envelope with certificates per school
- Folder for certificates per school

**Volunteer #1:** Ask student's school, then last name and first name. Check-off from list.

**Volunteer #2:** As student provides school and name, pull their certificate from the envelope and insert into appropriate folder noted by school name.

**Volunteer #3:** Insert certificate into appropriate folder noted by school name.

**Volunteer #4 (if available):** Ensure that certificates are kept in ALPHABETICAL order **BY LAST NAME** for each school.

### ***PHASE II:***

*Number Requested: 20-24 volunteers*

*Timeframe Needed: 4:00 p.m. – 6:00 p.m.*

Volunteers will be stationed in the lobby of the Center for the Arts.

See above for full description of duties. Phase II volunteers will check-in students that HAVE NOT checked-in at the gymnasium during the College and Career Fair. Phase II volunteers will need to ensure that all certificates are placed in the appropriate folders and envelopes are ready for distribution.

### **Administrator/Dignitary/Special Guest Check-In**

*Number Requested: 3 volunteers*

*Timeframe Needed: Pre-Ceremony to first 15 minutes of ceremony*

Volunteers will be stationed just inside the lobby of the auditorium on the right hand side. School administrators, dignitaries and special guests will check-in at this table.

**Volunteer #1:** Check-in school administrator from listing provided. Each school administrator will receive a listing of the students from their school that will be recognized during the awards ceremony. The administrators will not receive the certificates for their school before proceeding on stage this year, but will receive them backstage. Please also ensure that they also have a program.

**Volunteer #2:** Check-In Dignitaries and Special Guests using the list provided. WRITE IN NAME AND TITLE IF THEY ARE NOT ON THE LIST. It will be imperative that this list be as accurate as possible, as these special guests will be recognized verbally during the ceremony. Please ensure that Monet Davis receives the final copy of this list.

**Volunteer #3:** Usher administrators and dignitaries to their reserved seating in the auditorium.

### **Ushers for Reserved Seating**

*Number Requested: 4-5 volunteers*

*Timeframe Needed: 5:30 p.m. – 6:15 p.m.*

Using a seating chart, usher/escort Administrators, Dignitaries and VIP guests to reserved seating in the auditorium.

### **Award Set-up and Certificate Distribution**

*Number Requested: 2-3 volunteers*

*Timeframe Needed: Pre-Ceremony AND during Presentation of Awards*

Assist with set-up of National Honor Society plaques on stage prior to the start of the Awards Ceremony. During the ceremony, assist with distribution of certificates to school representatives backstage.

**Program Distribution**

*Number Requested: 4-5 volunteers*

*Timeframe Needed: Pre-Ceremony – first 15 minutes of Ceremony*

Stand at inner entry doors of Center for the Arts auditorium and distribute programs to attendees as they enter.

**Student Line-Up**

*Number Requested: 7-10 volunteers*

*Timeframe Needed: Pre-Ceremony AND during Presentation of Awards*

**Pre-Ceremony:** Volunteers will be stationed both outside and in the lobby assisting students and families with finding their appropriate group for check-in. Please request families to proceed into the auditorium and NOT stand in the check-in with students. This will provide a smoother entry and alleviate crowding in the lobby.

**Presentation of Awards:** Volunteers will proceed to the center aisle following the guest speaker and prior to the presentation of awards. Approximately three (3) – four (4) schools will be called at one time and students will be asked to line up in the center aisle and prepare to proceed on stage for their award. Volunteers will discreetly ask students which school they attend and will line them up accordingly. Schools will be called in alphabetical order with all high schools first, then middle schools. Students are to proceed on stage according to their school name. The students do not need to be lined up in alphabetical order by their last name.