



State Conference Student Service Corps Information

Instructions:

1. At the beginning of your shift, please check in with your shift supervisor at the location listed for further instructions.
 - a. Causeway Bay Hotel:
 - i. Leadership Test (Friday) - Mr. Stapels in Ballrooms A-D
 - ii. General Session (Friday) - Ms. Dardas at the West Registration Desk
 - iii. Contests (Saturday) - Ms. Noonan or Ms. Lick in University 1
 - iv. Social (Saturday) – Ms. Dardas in Ballrooms E-F
 - v. Stage Setup (Saturday) - Mr. Pollum in Ballrooms E-F
 - vi. Awards Ceremony (Sunday) - Ms. Plowman at the West Registration Desk
 - b. Lansing Community College:
 - i. Contests (Saturday) - Ms. Brocklehurst at the SkillsUSA table in the main lobby
2. All volunteers need to have a Participant Code of Conduct and Medical Treatment Authorization Form on file. It is available on our web site at http://www.miskillsusa.org/forms/Participant_Code_of_Conduct.pdf. You can either turn it in on Friday with the rest of your school's forms at the Conference HQ or when you check in with your shift supervisor. Please let your shift supervisor know if it is on file at the Conference HQ.
3. If you are unable to work your assigned shift for any reason, please call the Conference HQ at 800-333-8123.
4. Give your shift supervisor your cell phone number.

When volunteering:

1. Wear a white collared shirt or white blouse (no t-shirts) and black pants (no jeans).
2. Wear your "Student Service Corps" ribbon on your name tag at all times.
3. Be friendly and helpful.
4. Smile!
5. Answer questions cheerfully. If you are unable to answer a question, please refer them to your shift supervisor.
6. Only use your cell phone to assist you with your duties.
7. Do not use your cell phone for personal business (call, text, web, etc.).
8. Do not talk or socialize with your friends. Tell them you are on duty and will talk to them after your shift.
9. Do not eat, drink or chew gum.
10. If you need to leave, please let your shift supervisor know.



Student Service Corps Information

Job Descriptions:

1. Awards Ceremony Usher
 - Assist with seating of participants
 - Assist with finding seating for schools
2. Building Assistant
 - Pass out gifts, lunches, etc.
 - Assist contest coordinators as needed
3. Building Guide
 - Help competitors with finding their contest room
 - Give general directions to contest locations and start times
4. Bus Assistant
 - Help competitors get on the right bus for their contest
 - Assist with traffic flow from bus to destination
5. Leadership Test Room Assistant
 - Monitor waiting area to maintain order
 - Assist test monitors as needed
6. Opening General Session Usher
 - Assist with seating of participants
 - Assist with finding seating for schools
7. Social Room Assistant
 - Assist state officers as needed
8. Stage Setup Assistant
 - Assist with stage setup



State Conference Student Service Corps Application

Students - interested in volunteering at the SkillsUSA Michigan State Leadership and Skills Conference and earning Community Service hours toward your graduation requirement? Be part of the SkillsUSA Michigan Student Service Corps! Fill out this form and send to us by **March 29, 2012** to be a volunteer!

All Student Service Corps volunteers must be a SkillsUSA Michigan member. There is no discounted registration fee for volunteers.

School: _____

School Phone: _____

Student Volunteer: _____

Student Email Address: _____

Student Cell Phone Number: _____

Advisor: _____

Advisor Email Address: _____

Advisor Cell Phone Number: _____

What activities are you interesting in volunteering for?

Friday, April 20, 2012

- | | Time: | Number Needed: |
|--|--------------------|-----------------------|
| <input type="checkbox"/> Causeway Bay Hotel - Leadership Test Room Assistant | 2:00 pm to 4:00 pm | 8 |
| <input type="checkbox"/> Causeway Bay Hotel - Leadership Test Room Assistant | 4:00 pm to 6:00 pm | 8 |
| <input type="checkbox"/> Causeway Bay Hotel - Opening General Session Usher | 6:30 pm to 7:30 pm | 8 |

Saturday, April 21, 2012

- | | | |
|---|----------------------|----|
| <input type="checkbox"/> LCC - Building Guide and Bus Assistant | 7:00 am to 9:00 am | 24 |
| <input type="checkbox"/> LCC - Building Assistant | 9:00 am to 11:00 am | 12 |
| <input type="checkbox"/> Causeway Bay Hotel - Building Guide | 8:00 am to 10:00 am | 12 |
| <input type="checkbox"/> Causeway Bay Hotel - Building Assistant | 10:00 am to 12:00 pm | 8 |
| <input type="checkbox"/> Causeway Bay Hotel - Social Room Assistant | 8:00 pm to 10:00 pm | 8 |
| <input type="checkbox"/> Causeway Bay Hotel - Stage Setup Assistant
(open only to those staying at the Causeway Bay Hotel) | 10:00 pm to 12:00 am | 8 |

Sunday, April 22, 2012

- | | | |
|---|---------------------|---|
| <input type="checkbox"/> Causeway Bay Hotel - Awards Ceremony Usher | 7:30 am to 9:30 am | 8 |
| <input type="checkbox"/> Causeway Bay Hotel - Awards Ceremony Usher | 9:30 am to 11:30 am | 8 |

Student Signature

Date

Advisor Signature

Date

Please return by **March 27, 2012** via fax to 734-487-4329 or via email to tbrown51@emich.edu