**Event Assistant: Graduate School Fair**

*Goal(s) of the role:*

Assist in guiding NCUR guests to relevant tables at the Graduate School Fair; assist Graduate School representatives with any needs that come up

*Detailed description of duties:*

•After check-in at the Volunteer Hub (3rd floor of Student Center), report to the Recreation Center to receive specific duties.

•Volunteers will be guiding fair attendees to the event

•Volunteers will answer questions, providing directions and assistance to both attendees and Graduate School representatives

*Dress Code/Suggestions:*

* Volunteer t-shirt, jeans or khakis,and comfortable shoes

*Anticipated frequently asked questions:*

•Who has a table at this Graduate School Fair? List of tables will be provided at the Recreation Center and in the Mobile App

•Where is the table for\_\_\_\_\_\_University? Map will be provided to all volunteers at the Recreation Center

•Where are the restrooms? Direct them to the nearest restrooms in the Recreation Center

*Contact Information:*

* ncurvolunteer@kennesaw.edu
* Volunteer Hub, contact: 470-578-6700
* NCUR Situation Room, contact 470-578-8187
* Emergency, call 911

***In Case of an Emergency:***

1. ALL injuries and/or incidents must be documented on the appropriate reporting form ***at the time the injury/incident occurs*** and immediately sent to EHS.
2. Forms are available at:<https://ehs.kennesaw.edu/incident_reporting.php>; *You may wish to provide hard copies of these forms to your volunteers as these are not yet fillable online.*
3. Make sure that you obtain a mobile phone number for the injured party and at least one additional contact number so that we may reach the party while they are attending the conference, if necessary.
4. If it appears to be an injury that may require treatment, please assure that the KSU Police are also called to the scene so they may notify appropriate emergency responders, complete a report, etc.
5. If it only requires First Aid, please escort the injured party to the closest First Aid/EMT station. Remain there to determine if first responders are notified or required so you may notify EHS of the status.
6. Please be sure to provide the KSU Police Report number on the incident report so that we may follow up.
7. Send all completed forms to EHS@kennesaw.edu as quickly as possible the same day with the subject of "New NCUR Incident Report".