**Volunteer Role:Registration Attendant**

*Goal(s) of the role:*

Efficiently maintain and direct the flow of traffic for NCUR Check-In/Registration

*Detailed description of duties:*

•Warm welcome/ friendly greeting

•Directing guests through the check-in/registration process and maintain signage at registration tables:

* Alphabetically by last name
* Onsite registration table –here they will register, print name badge, and then be on their way to swag and breakfast like everyone else

oSwag/t-shirt pick-up area

oDirect towards correct building/room for sessions after they’ve registered

*Dress Code/Suggestions:*

•Comfortable shoes –tables will have chairs, but assume walking and standing conditions

•Volunteer t-shirt, jeans or khakis, and your volunteer name tag

*Anticipated frequently asked questions:*

•Note that if lines at registration are long and attendees have many questions, politely let them know that there are information tables outside the student center that can provide more details. The goal is to get attendees through the registration lines as quickly as possible.

•Where do I go next? Depends on check-in; check printed schedule or schedule in Mobile App

•Where are the bathrooms? Be aware of Student Center restroom locations

•Where do I get a Schedule of Events? Download and check the Mobile App

•Please download and familiarize yourself with the NCUR Mobile App and the NCUR website: <http://www.cur.org/ncur19>

*Contact Information:*

* Volunteer Hub, contact 470-578-6700
* NCUR Situation Room, contact 470-578-8187
* ncurvolunteer@kennesaw.edu
* 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".