**Volunteer Role: Table Attendants**

*Goal(s) of the role:*

Table Attendants will hand out Swag Bags and NCUR T-Shirts near the registration tables in the Student Center University Rooms.

*Detailed description of duties:*

•Hand out one NCUR registration bag and one t-shirt per registrant (ask their size)

*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:*

•Can I get more than one bag or more than one t-shirt? Only one bag is allowed per registrant.

•If attendees have any questions about the conference and you have a long line of people in registration, direct them to the info table outside the University Room doors. If you’re not busy and can answer their question without making others wait, you can do so -- download and familiarize yourself with the 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".