



**Youth Leadership Seminar  
“BLUEPRINT”  
Crossroads Mason – October 9, 2019  
7am-2pm**

**Volunteer Information**

Thank you for volunteering your time and energy to this event. Your enthusiasm and hard work in support of the AMF is greatly appreciated. You help to make this event possible!

You will receive your schedule and roles the day of the event. Please take the time to read the following information so you'll have an idea of what you'll be doing during the event.

**When do I need to be at the event and how long is my shift?**

As a volunteer, your shift will begin at 7:00am and last until 2:00pm. Please be sure you arrive by 7:00 a.m. If you cannot make it at that time or cannot stay until 2:00 pm, please let us know as soon as possible if you have not already. Breakfast will be set by 6:30, There should be plenty left from morning session.

**Where do I park and check in?**

Please plan to park in North parking lot at Crossroads Mason at 990 Reading Road, Mason, Ohio 45040. No parking pass will be needed. You will check in at the volunteer registration inside the SOUTH Entrance. AMF staff will be there to greet you and help you get checked in. Breakfast will be available at this time. Limited space will be available to store any personal belongings.

**What should I wear?**

The event dress code is a nice pair of dark colored pants (jeans are fine) and don't forget a jacket as some volunteer roles take place outside. A black YLS t-shirt will be provided during check in. Please wear a t-shirt or tank top underneath your event t-shirt. The shirts this year are amazing but a light weight material. PLEASE remember to wear comfortable footwear, preferably tennis shoes, as you will be walking and standing for some of the event.

**When will I receive my volunteer role?**

Once you arrive at the event we will have a general volunteer meeting and you will receive your roles/duties for the event then. Each specific duty will be covered during this meeting.

**Who is attending the Youth Leadership Seminar?**

There will be over 80 Tri-State High Schools and up to 1,200 student leaders at the YLS event.

**Why do you keep calling it YLS?**

YLS is our short hand for Youth Leadership Seminar!

**What is this year's theme?**

This year's theme is “BLUEPRINT” encouraging participants and supporting them while they learn valuable lessons in reaching their goals and standing out as leaders.

**Who are the event speakers?**

Each year our speakers engage, motivate and inspire students to find their inner leader and make a difference.

### **What happens when schools arrive?**

Check in will take place at the South entrance of Crossroads Mason with event leaders once all attendees from the schools are together. School coordinators will escort the schools from check in into the concourse and will distribute the schools necessary supplies for the day (all of which are designated in a box labeled for the school), schools can then get their picture taken as a group and sent to the raffle station to be entered in our giveaways for the day, then ushered to seats inside of the auditorium.

### **What happens once all schools arrive?**

Once all schools arrive, volunteers will help clean up their assigned corridors and then regroup back into the volunteer room. Breakout Facilitators will meet in the Student Center for their meeting and all other volunteers will prepare for lunch and concourse set up.

### **What is the Service Challenge and Breakout Session Facilitator?**

After our morning speakers, our event emcee will introduce our AMF Service Challenge. This Challenge urges schools to take what they have learned so far at the event and use that to create a service project. We will pair multiple attending schools together during a designated 60-minute time period or Breakout Session. Volunteers will be assigned to a group of schools and facilitate a conversation amongst them. All information and instruction to be a facilitator is attached to this email and will also be discussed during the volunteer breakout session meeting mentioned above.

### **We want students to not, not use their phones!**

Huh? Did you get that? We urge students during the event to interact with us through social media!

### **Still don't have an idea of what the event is about or will look like?**

Take a peek at our [recap video](#) from 2018.

If you have any questions or concerns, please contact Cristen Johnson or our YLS Intern at:

[experience@munozfoundation.org](mailto:experience@munozfoundation.org)

Office: (513) 772-4900

Cristen Johnson: [cjohnson@munozfoundation.org](mailto:cjohnson@munozfoundation.org)

Office: (513) 772-4900

Cell: (513)-464-3826

Fax: (513) 772-4911

## **Volunteer Job Descriptions**

All volunteers really help make this event happen. You are representing the value of community outreach that we hope to instill in the high school students at YLS.

**Parking:** If you're scheduled to help with parking, you will be directing the buses as they arrive to the event and making sure they arrive to the drop-off and check-in destination. At the end of this packet there is a map with the layout and directions for the parking lot. Because you will be outside, pack/dress accordingly.

**Hype Crew:** If you're scheduled to be a part of the hype crew, you may need to drink that extra cup of coffee in the morning! You will be meeting the students as they arrive to the event and getting them excited for what's in store. Steve Holt and Todd Porter will be there to assist you in enthusiastically welcoming the school groups and directing them inside to meet our School Ambassadors. Because you will be outside, pack/dress accordingly.

**Box Runner:** It'll be your job to get the schools their supplies for the day! There will be a box containing t-shirts, name tags, and registration information for each school. You'll give the box to the adult school representative and ask them to distribute the shirts to the students. We will have a few extra sizes available if a student receives a shirt that does not fit. One shirt per student, if they need another size, they must return the one they do not want. Boxes with materials should be returned to the coffee bar from each school.

**School Ambassador:** As a school ambassador you will be responsible for walking schools down the hall and to the concourse. You will direct them to an open spot on the concourse for their group to go through their boxes and ask them to distribute the shirts to the students. We will have a few extra sizes available if a student receives a shirt that does not fit. One shirt per student, if they need another size, they must return the one they do not want. Boxes with materials should be returned to the coffee bar from each school. You will also direct them to the Photographer and show them where the entrance to the auditorium will be. Once they are settled you will head back to the registration area to escort the next group. This is a great time to talk to the school and welcome them to the event!

**T-Shirt Exchange:** You will be responsible for all t-shirt exchanges. In order to exchange a t-shirt you will need a t-shirt. If the size desired is not available, give them the next best option. Keep t-shirts in size order. Schools will also be dropping off their boxes to you once they are finished. Boxes will be used for swag bags for Breakout Session Facilitators. 15 bags should go in each box. Empty contents of box and compile. Put in empty box. S

**Photographer's Helper:** You'll do more than make sure each school is saying cheese! As a school group comes to you, you will write their school name on a white board and ask the group to wait until the photographer is ready for them. You will collect the signs as the group prepares to leave the photography area and send the group on to the raffle table. Photo booth is optional in the morning and will be open through lunch.

**Usher:** Your job is to direct the students to their seating area. All students will be wearing teal shirts this year. Those in Group A (School names A-L. 39 schools) will be seated in level 1. Those in Group B (School names M-Z. 40 schools) will be seated in level 2 and 3. All 'L' schools and Hughes STEM will be seated on the second level, on the right side in Section 100.

**Raffle:** We've updated our technology game this year! As a raffle attendant you will be the go-to person in explaining our new raffle ways to the attendees. Situated near the photo station you will be instructing students and teachers on how to register *via their phones* as well as registering any students who may not have their phones. No worries, we will provide an ample explanation of how to use the morning of as well as provide extra phones for all attendants to use.

**Lunch-** You will be directing schools all throughout Crossroads, students will need to be shown to their Breakout Session rooms along with where to go for lunch. Ushers will then move throughout the concourses encouraging students who are done eating or hanging out to do the concourse activities and visit connections ally. Volunteers will help assist Chick-fil-A owners with distributing lunch and water to students. These volunteers may also help assist with lunch clean up.

**Concourse Activities-** This is an interactive activity for students during their lunch session.

**Breakout Session Facilitator:** You may be asked to lead a Breakout Session, but what does that mean? Our Breakout Sessions are designed so students from different schools will come together. Get to know other schools, students, and their community. Discuss the similarities and differences. They will also brainstorm ideas and start a plan for a project or further develop an idea if they already have one. How will I know what I am doing? No worries, we have you covered! This year, all breakout session documents and instructions will be available ahead of time for volunteers.

### **Event Agenda: Overview**

**8:00-9:00 AM** Schools arrive  
**9:00 AM** Event begins  
**9:00-10:20 AM** Morning speakers  
**10:20 -11:20AM** Breakout Session: Group A-L  
**10:20 -11:20AM** Lunch: Group M-Z  
**11:20AM-12:20 PM** Breakout Session: Group M-Z  
**11:20AM-12:20 PM** Lunch: Group A-L  
**12:20 AM -1:30 PM** Afternoon speakers  
**1:30 PM** Event Concludes and Schools to their buses

### **Event Agenda: Volunteers**

**7:00-7:15-** Volunteers check in and breakfast. Check in will begin at 6:30, but volunteers are not required to be at the venue until 7:00 AM.

**7:15-7:30-** Volunteer meeting and concourse walkthrough

**7:45-9:00-** Schools arrive

**9:15** Breakout Session volunteers will attend the facilitator meeting in Banquet Room.

**9:55** Head to assigned breakout session area with Breakout Agenda

**10:30-11:30, 11:30-12:30** Breakout Session Volunteers will meet their school groups in one of our breakout rooms. Volunteers will be acting as facilitators with their designated group.

**10:30-11:30, 11:30-12:30** Volunteers move to main concourse to assist with lunch setup. Some volunteers will assist with directing students to lunch on main concourse.

**10:30-11:30, 11:30-12:30** Additional Volunteers will assist the lunch line and monitor students. Each student is permitted to take only one lunch (regular or vegetarian) and one water.

During lunch, the ushers will move into the concourse area, encouraging the students to the concourse activity, take group photos, or watch K-Drama perform in the auditorium.

**12:30-12:40** Volunteers will direct students and adult administrators back into the auditorium for the afternoon portion of the program.

**12:30-12:45** Once all students and adult administrators have returned to the auditorium, all remaining volunteers will pick up lunch. Volunteers can eat their lunches at this time.

**12:50-1:30** All volunteers move into the concourse to help with the exit procedure and help with cleanup. All school groups will be required at the NORTH Entrance.

**1:30-2:00** Volunteers assist AMF Staff and interns with cleanup.

**Your help is vital to the success of this event. Thank you!**

## Parking:



- Red box denotes volunteer parking.
- Orange stars denotes volunteer placement.
- Blue star denotes volunteer entrance.
- Green star denotes event entrance.
- Yellow arrows denotes morning bus path.
- Purple box denotes bus parking.
- Pink star denotes exit of parking lot.

Buses will enter at Crossroads main entrance (blue sign) located off of State Route 42/Reading Road. This is an ENTRANCE ONLY area into the parking lot.

Buses will not be allowed in the area near the garage doors or the event entrance. Buses may leave Crossroads using the EXIT ONLY out of the parking lot or they may park in the East parking lot.

Volunteers (3-5 total) will be stationed throughout the parking lot directing buses to event drop off and communicating where buses can park after students are dropped off.

Cones will block off the drive in front of check in from all entries. (3 near entrance, along main road, and right outside North entrance).

Flags and/or signage may also be used to direct buses through the parking lot.