



Hello! First off, thank you for assisting us with our Cougar Blue Day! Cougar Blue Day is our Annual Open House for newly admitted student and their families. Our event is the first-time student can have their questions answered by current students, staff, and faculty. This is event is hosted with the intention to assist Recruitment and Outreach efforts and increase enrollment through intent to enroll.

Check In/Out:

All Staff Participants and Volunteers assisting with Cougar Blue Day must check-in and out so that we can account for everyone in case of an emergency or evacuation. This is not optional. QR Codes will be in our Staff and Volunteer Relaxation Area (Welcome Center – 3rd floor Administration Hall), as well as our information booths. If you do not have a mobile device, please check in and check out with your volunteer lead. **Directions to check-in for the day and check-out for the day:** Scan QR Code using the CSUSM App (much like Commencement Sign In/Out). Before you leave for the day, please be sure to Check Out. Available at Staff and Volunteer Relaxation Area, or both Information Booth.

Your assistance during this event is critical and we have provided many different roles to assist us throughout the day. If you are participating in the following areas: **Information Table: Kellogg Plaza and Forum Plaza Area:** Your role is to provide knowledge and assistance to students and families. Each hour your table will have a Team Lead. You will have two iPads available to use to assist guests.

Information Table

- **Review & familiarize yourself with Cougar Blue Day Website. You will not be able to effectively assist people if you are not familiar with our website.**
- Welcome and greet all guests.
- Provide event information to students. Help find sessions via iPads. Keep website open on iPads.
- Pass out copies of campus maps.
- Answer general questions about building locations, restrooms, hydration stations.
- Ensure the safety of iPads and return to **Maya Kummer** at the end of the event.
- Monitor Cougar Blue Day Teams Page for incoming questions.

Team Leads: Each hour your table will have a Team Lead. Team Leads are responsible to ensure that your table is covered each hour from 8:45am – 2:00pm, provide lunch breaks to everyone scheduled at your table, and to ensure you have enough table resources throughout the entire event.

Attire: Please wear CSUSM Gear or Department Shirts with dress slacks, khakis, or jeans with comfortable shoes.



Bring a reusable bottle of water, a hat, and don't forget your sunscreen! "

Snacks and Meals: A boxed lunch will be provided in our Staff and Volunteer Relaxation area which is in the Welcome Center – Administration Hall 3rd floor.

Safety:

"If you see something, say something!"

Heat Illness is a serious medical condition. If you observe a graduate, fellow volunteer, or commencement guest that exhibits signs of illness, please notify the onsite medical services located behind the stage or on the east side of the track. If you need assistance, please notify your Lead, UPD, or SR&S staff.

Symptoms

Heat Exhaustion

- Profuse sweating
- Pale color
- Dizziness/weakness/lightheaded

Heat Stroke

- Hot dry skin
- Red color
- Confusion or disorientation
- Unconsciousness

Volunteers:

Protect yourself by consuming **water** throughout the event and taking **rest** breaks in the **shade** as needed.

Individuals who have a temperature at or above 100°F or who meet the symptom criteria detailed in the screening process are prohibited from entering any campus buildings, performing any work on campus, or participating in any in-person instruction on campus (inside or outside). If you are experiencing any COVID symptoms or have tested positive for COVID-19 in the last 14 days, please stay home and inform your volunteer lead.

For more COVID-19 Campus Resources and Guidelines, please visit the [Safety, Health, & Sustainability Website](#). Please be mindful of the weather and stay on designated paths since there have been snake sightings.

In Case of Emergency:

1. Contact your lead.
2. If you are the lead, contact Maya Kummer.
3. If you are experiencing a life-threatening emergency, **Dial 911.**

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