



Hello and Welcome!

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 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 – 3<sup>rd</sup> 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. You will be working in the following area: **Photobooth.**

### **Photobooth Responsibilities:**

- Organize Photobooth props & collect all props after guests leave.
- Monitor camera film, cameras, ensure that cameras do not overheat.
- Encourage students to take a picture, post it on their social media accounts, tag #cougarbluedays #csusm on their post.
- Use Sanitizing wipes to clean props as needed.
- Ensure supplies and signs are not left in direct sunlight

**Supply Box: Cameras, Film, Props. Back Drop.**

**Your role:** is to hype up our guests! Offer to take pictures, offer guests to use our photobooth signs, and assist our guests to their next stop; tables, lectures, sessions, the student expo, or an open house. Your role is very important to share our CSUSM Campus Spirit!

**Team Leads:** Team Leads are responsible to ensure that your area is covered each hour from 8:45 am – 2:00 pm, provide lunch breaks to everyone scheduled in your area, and to ensure you have one point person throughout the entire event.

**Attire:** Please wear CSUSM Gear or Department Shirts with dress slacks, khakis, or jeans with comfortable shoes. Sunglasses are helpful in this area.

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 3<sup>rd</sup> 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:

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