## Volunteer Tips

Take these steps to maximize the benefit you get from volunteers and to ensure you meet the AZ GEAR UP Event Standards:

#### Follow School Policy.

Check with your school’s leaders about policies for visitors on your campus.

#### Provide info.

Ensure every volunteer understands what GEAR UP is, the purpose of Senior Signing Day, the event details, and their role. Use the example on the next page as a guide.

#### Assign tasks.

Identify specific duties and provide a list for your volunteers. For instance:

* Greet students
* Sign in students
* Hand out prizes or certificates
* Set up and clean up
* Manage food and beverage table(s)

#### Use Name tags.

Nametags help everyone the day of the event.

#### Provide training.

On the morning of the event, conduct a quick orientation to familiarize volunteers with what to expect and their role in making the event a success.

#### Send thanks.

Send a thank-you letter to all volunteers for their dedication to Senior Signing Day. Handwrite a note to each volunteer. You may also want to give students the opportunity to thank the volunteers.

Possible Volunteers:

* School alumni
* Students’ families, PTA, School Improvement Council
* Your school’s athletic department and coaches
* Retired educators
* Volunteer, senior, or church groups
* Community college and university representatives and faculty
* Business, community, and political leaders
* Youth programs (e.g., YMCA, Boys and Girls Club, Girl and Boy Scouts of America)