



The Discovery Center for Science and Technology

Information for volunteers.....

What to expect on Family Science Night (FSN)

Timeline

3:30 PM – Activities will arrive at event. Tables will be setup.

4:00 PM – Setup volunteers arrive. If you wish, you may stay to run some of the activities.

5:45 PM – School and FSN activity volunteers arrive. Volunteer orientation.

PLEASE BE PROMPT. We want to spend as much time as possible with you in training. Please feel free to wander about the activities and choose the one you would like to run. If you have questions about any activity, please see Discovery Center staff for assistance.

Discovery Center volunteers will receive a lab coat.

PLEASE BE SURE TO RETURN LAB COAT AT END OF EVENT.

6:30 PM – Event begins for families

8:00 PM – Event ends for families, clean up begins

Volunteer setup procedure

1. Sign in with the volunteer coordinator at the entrance table and receive an activity table assignment. You are free to chose which activity you will work with.

On each table will be a box or boxes containing that tables activities

- The location of the box indicates where the activity should be setup.

Activity cards have been placed on top of the boxes.

- Setup the ACTIVITY CARDS. On the inside of these cards are setup and use instructions for each activity. You can refer to these instructions as needed.
- Set the materials out per the instructions. Place the empty activity box under the table.
- Some activities may contain two or more stations. Place stations on each side of the table.

During the event:

- Be available during the event to help students and parents with the activities at your station. If you need to leave or change to a different activity, please make sure your original activity is covered.

DO NOT LEAVE AN ACTIVITY UN-MONITORED

- Demo activity for younger children if they are having difficulties.
- Have lots of paper towels to wipe up around any activity involving water or other liquids.
- Try to keep the workstations as tidy as possible. Clean up paper trash as you go.
- Encourage students to clean up the area when finished.

2. At the end of the event:

- Clean your area and help return room to pre-event status.
- Pack all activity items into the proper box. Color-coding is used where possible and a contents list is included on the inside of the box lid. Place activity cards for that activity on top of the box.
- Boxes and cards will be picked up and packed into transport boxes.

Thank you so much for helping us make another successful

Family Science Night

ORIENTATION PROCEDURE

Approximately 45 minutes before the beginning of the event, all volunteers are gathered for announcements and instructions.

Thanks, introductions (if any), and chit-chat for a few minutes.

Activity volunteers are instructed to wander about the room, reviewing each activity, and selecting several that they might be interested in running.

The signs running down the center of each table will describe the activity and what is to be done. In some cases, further instructions can be found on the inside of the sign.

Volunteers are encouraged to try out the activity before the event begins to help them understand the procedure and become familiar with the activity.

If additional help is needed, please see one of the Discovery Center staff members.

Some important procedures:

Please spread out! Some activities may have more than one station (some have four). If the event is well attended and if we have enough volunteers, it is OK for more than one volunteer to run an activity. If we are short on volunteers, each may have to run several stations. Discovery Center staff will make sure that all activities are properly covered.

If you run out of (or are about to run out of) any materials related to the activity you are running, please ask a Discovery Center staff member for assistance. We have extra supplies of all consumables.

Do not leave your activity without a volunteer to take your place. If you must leave the activity, please find someone to cover for you while you are gone. You can ask a Discovery Center staff member for assistance.

Please feel free to switch activity with another volunteer if you would like a change of pace.

Please keep the activity area as clean and neat as possible. We have tried to place trashcans throughout the room so that maintenance is as easy as possible.

During cleanup, please pack the equipment back into the appropriate box (you will find the box under the table). With only a few exceptions, each box can hold all of the equipment and supplies for each activity.

IMPORTANT: Do not wash large quantities of Oobleck down the drain...it will clog. Instead, scrape as much material as possible into a trashcan and rinse the small amount left in the tray with fresh water.