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**Microsoft**

Yawkey Club of Roxbury

115 Warren St.

Roxbury, MA 02119

Telephone: (617) 427-6050

Thursday & Friday, April 23rd & 24th 2009

## Volunteer Expectations

The following information is for volunteers who will be working with participants during Cyber Summit workshops and challenge times. This information will provide details regarding events and expectations over the two-day period in order to create an enjoyable experience for all participating.

### *Pre Event Setup*

- Prior to the event, please inform *Adetunji Onamade*, [AOnamade@bgcb.org](mailto:AOnamade@bgcb.org) or [cybersummit@bgcb.org](mailto:cybersummit@bgcb.org), of any technical needs, supplies, or handouts you may need for your workshop (if not already stated on the Workshop Presenter's Form).

### *Check In and Workshops*

- Please arrive 10-15 minutes before your workshop begins to check in and ensure setup is correct. The morning workshops start at 10:30am and the afternoon workshops start at 2pm.
- If there is an emergency the day of the event and you will be late or cannot make it to your workshop, please contact *Leah Reich at 617-823-5408*.
- Volunteers are not expected to discipline members and should find a BGCB staff to intervene if necessary.
- Workshops are unlikely to have a 1:1 member to computer ratio, so members should be encouraged to work together and share.
- Time given for each workshop (2-4hrs) is to prepare members for their challenge, not necessarily for them to complete the challenge. There is designated challenge time (5hrs total) for participants to work together on the challenges. Fun, individual projects are useful to get participants excited about what they're learning, but it is up to you to decide how your workshop time will be spent.

### *Challenge Teams*

- All participants are divided equally into various "challenge" teams. These team assignments are not to be changed unless otherwise directed by the BGCB staff.
- Participating adults are asked to support teams during their team meetings. A brief orientation for adults will take place on the first day to review further details.

## *Meals*

- Continental breakfast, lunch, dinner, and snacks will be provided. Even if you are only presenting one workshop, we encourage you to join participants during mealtime and continue your interactions with them.
- Please help participants keep the areas clean.
- Food is only allowed in designated areas.

## *Activities*

- Volunteers are welcome to participate in the activities that will take place after dinner (t-shirt design, tournaments, etc), but will need to leave before bedtime.
- Volunteers who are not leading workshops may be asked to rotate through the activities taking place.

*Most importantly... HAVE FUN! Feedback is Welcome!*