Jayhawks Give A FLOCK!

**Thank you for dedicating your time to empower incoming students and change campus culture.**

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We are so excited for this event on **Saturday, August 24th**.

Below are some reminders and information that you may find helpful:

* Check-in Process
  + Please arrive on time for your session and check in with volunteer staff at your site’s designated check-in area. We will have a specific check-in table labeled “Event Staff” where we will get you information about your assignment and where you will be located for the day.
  + For check-in we are asking that people arrive at the following times:
    - Session 1 (9-11 am):
      * Volunteers 8:00-8:15 am
      * Facilitators 8:00-8:30 am
      * Trauma Support 8:30-8:45 am
    - Session 2 (12-2 pm):
      * Volunteers 11:00-11:15 am
      * Facilitators 11:00-11:30 am
      * Trauma Support 11:30-11:45 am
    - Session 3 (3-5 pm):
      * Volunteers 2:00-2:15 pm
      * Facilitators 2:00-2:30 pm
      * Trauma Support 2:30-2:45 pm
  + Facilitators will have their own unique packet to pick up at check-in. If you are facilitating for multiple sessions your packet will contain enough materials for both sessions. After you have checked-in please head to your room and pull up the Jayhawks Give a Flock presentation if you are facilitating.
    - Please return your packet to the check-in desk after you are done facilitating for the day.
  + If you are volunteering or acting as trauma support, we will inform you of your location and/or role with any relevant information you may need to complete the task.
* Meals
  + Feel free to bring any snacks or beverages that you may need to get you through the day. There will be coffee and tea available throughout the day in each greenroom. We will have lunch available after Session 1. We will alert you of when lunch is delivered. You may also want to bring any personal items you will need (contact solution, glasses, medication, etc.).
* Attire
  + Room temperatures may vary; bring a light jacket or sweater. Wear shoes that will accommodate standing for several hours.
  + If you have not already picked up your event staff shirt you will be able to get it upon arrival at check-in. Please coordinate your attire to complement the light blue t-shirt. Dress attire is casual. Wear whatever bottoms are going to work best for you throughout the day, as it is still August in Kansas!
* Parking
  + For those volunteering in Wescoe Hall, we encourage you to park in the Mississippi St. Parking Garage. It is a pay by the hour garage. You are also welcome to park in Lot 91 which is directly behind the Kansas Union and next to the football practice fields. That is a free lot whether you are affiliated with the university or not. A map of how to get to Wescoe from the Parking Garage is included in this email.
  + For those volunteering at Cap Fed, we encourage you to park in Lot 90.
  + [Please reference the attached parking map for any questions you might have.](https://parking.ku.edu/sites/parking/files/documents/parkingmap.pdf)
* If you have any questions that come up throughout the day, we encourage you to utilize the Teams Channel to post any questions.
  + Our day of logistics contact, Michelle Compton-Munoz, will be main person responding to your questions. If you are having difficulty navigating Teams or have an emergency, please call and/or text Michelle at (636) 236-8091. If for whatever reason you are unable to get a hold of Michelle you can contact Jaclyn Carpenter at (913) 787-4628. Please reach out to Michelle as a first resort, though.
  + Facilitators and volunteers not affiliated with the University will be connected with Michelle via text for updates throughout the day.

**Trauma Informed space locations:**

Wescoe Hall – Room 4010, Level 4

Cap Fed – 1030H, Level 1

**Green Room locations:**

Wescoe Hall – Room 4011, Level 4

Cap Fed – Colloquium, Level 1