



EXPLORE

# Volunteer Information Packet

CARGO CONNECT<sup>SM</sup>



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# (Festival Title) **FIRST<sup>®</sup> LEGO<sup>®</sup>** **League Explore Volunteer** **Information Packet**

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## Festival Date, Time, Location and Contact

**Date:** (Month & Day, Year)

**Time:** 9:00 AM – 12:30 PM

**Location:** (Venue Name, Address)

**Tournament Volunteer Coordinator Contact:** Name of Contact for this Event & Email or Phone Number – include Day of Event contact (if different) and/or emergency contact – ex. Cell phone number)

## Introduction

Thank you for volunteering to give up your time to help us deliver a great Festival experience for these **FIRST<sup>®</sup> LEGO<sup>®</sup>** League Explore teams! We couldn't run this Festival without your expertise, wisdom, patience, and smile. We hope your experience will be as rewarding to you as it is for the teams.

## Basic Schedule

Time	Activity
9:00 AM	Team Registration & Pits Open
9:15AM	Coach Meeting
9:30 AM	Opening Ceremony (Optional - Open to the Public)
10:00 AM	Reviewing Begins
10:00 AM	Team Activities Begin (Open to the Public)
12:00 PM	Reviewing and Team Activities End
12:30 PM	Closing Ceremony (Open to the Public)

## Directions

(You can delete this or you can add driving directions or a link to the directions if you are referencing an online mapping tool. Considering the abundance of personal GPS tools many events do not find it necessary to include driving directions).

## Parking

(Include information about parking – perhaps volunteers will follow signage to know where to park or enter the venue parking lot – you can include the required volunteer entrance points in this area, too).



## Food

(Include how meals will be handled here. Consider the following when adding information to this section:

- Will breakfast be provided? Describe.
- Make sure you include start and end times for both breakfast (if provided) and lunch.
- Will water and snacks be available throughout the day? Where will this be stationed?
- Make sure you provide the volunteers with ample time to eat.
- Will you accommodate any dietary restrictions?

## Volunteer Check In

Volunteer check in will run from 8:00 AM – 8:30 AM. Volunteers arriving after 8:30 AM should report to the Reviewing area and check-in with the Volunteer Coordinator.

Please arrive at the Festival in enough time to check in and report to your meeting area at the designated time. Make sure you give yourself enough time to eat, grab a snack, use the restroom, and walk to your post, in the event that your area is further away from volunteer check in than you realize.

At check in, you will need:

- *FIRST*® Consent and Release Form (required for all volunteers – if you forget to bring your completed form, you can fill one out at the event). If you completed this form online in the Volunteer Information Management System (VIMS), you don't need to complete a paper copy.
- Photo Identification

**You may receive:**

- **Volunteer Badge:** This badge will allow you access to all areas of the Festival and will identify you as a Volunteer.
- **A Volunteer Position Description:** Your Volunteer job description was emailed to you prior to the event.
- **Schedule of Events and/or a Program Book**
- **Additional Information:** (Include additional information regarding ceremony procedures, emergency procedures, etc. – if you provide your volunteers with event t-shirts, you can let them know that here, too).

## Dress

Please dress comfortably – jeans (no rips, please) and comfortable, closed-toed shoes are appropriate. You may be on your feet a lot during the Festival day, and we want you to be as comfortable as possible! (If you plan to provide your volunteers with a shirt to wear, include that here. If you will not be providing volunteer shirts, you might want to ask your volunteers to wear a t-shirt of a certain color to help your teams and others identify volunteers).



Show your sense of fun by wearing a silly hat or other clothing item. Teams will come to the Festival decked out in team gear, and you can join the fun, too!

## What to Bring & What not to Bring

- **Bring** your smile.
- **Bring** your sense of humor.
- **Bring** your silly hat.
- **Bring** your cell phone but set to mute or vibrate while serving at your post.
- **Bring** a watch.
- **Don't Bring** bags/backpacks/valuables. We can't guarantee that we can keep them safe!
- **Don't Bring** electronics unless you are bringing them in support of the Festival. We can't guarantee that we can keep them safe!
- **Don't Bring** your children. It's too hard to do your Volunteer job and supervise your child, too.

## Emergency Protocol

- Know your area point of contact (POC) and make sure you understand how to contact them at all times
- Refer people who are angry or anyone who has questions you cannot answer to your area POC
- Your area POC will review specific emergency procedures with you prior to the start of your duties (emergency numbers and when to use them, evacuation and shelter in place procedures, etc.)
- **Include any additional emergency information that is appropriate for your volunteers to have prior to arriving on the day of the event**

## Opening Ceremony (optional)

At **9:30 AM**, prior to the start of Reviewing, join us for the Opening Ceremony! This is a fun celebration to open the spectator portion of the Festival and introduce and welcome the teams. Even if you are not scheduled to support this ceremony, please plan to attend.

## Spectators

Families and spectators are welcome and encouraged to walk around, talk to other teams and participate in activities at the Festival.

## What to Report

- **Missing Children.** If you hear of a child that is missing, or find a wandering child, please report it immediately to your POC!!



## Tear Down

**All assistance with teardown would be greatly appreciated! Pit teardown will begin at 1:00 PM; THANK YOU!**

## Atmosphere

The atmosphere of a FIRST LEGO League Explore Festival is one of celebration and discovery. Teams share their Team Poster and model and tell reviewers about their work as a team. If you like fun, excitement, discovery and celebration, you will love a FIRST LEGO League Explore Festival!

## FIRST® Core Values

- **Discovery:** *We explore new skills and ideas.*
- **Innovation:** *We use creativity and persistence to solve problems.*
- **Impact:** *We apply what we learn to improve our world.*
- **Inclusion:** *We respect each other and embrace our differences.*
- **Teamwork:** *We are stronger when we work together.*
- **Fun:** *We enjoy and celebrate what we do!*

## What is Gracious Professionalism®?

*Gracious Professionalism*® is part of the ethos of FIRST®. The idea and phrase are found throughout FIRST, but no one has been a stronger champion than FIRST National Advisor, Woodie Flowers. “*Gracious Professionalism* is a way of doing things that encourages high-quality work, emphasizes the value of others, and respects individuals and the community. With *Gracious Professionalism*, fierce competition and mutual gain are not separate notions. Gracious professionals learn and compete like crazy but treat one another with respect and kindness in the process.” We expect all team members, volunteers, coaches and families to behave as Gracious Professionals.

## About FIRST®

FIRST® (For Inspiration and Recognition of Science and Technology) was founded in 1989 by inventor Dean Kamen to inspire young people’s interest and participation in science and technology. Based in Manchester, N.H., the 501(c)(3) not-for-profit public charity inspires young people to be science and technology leaders, by engaging them in exciting Mentor-based programs that build science, technology, math, and engineering (STEM) skills, that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication, and leadership.



## About [FIRST® LEGO® League Explore](#)

FIRST LEGO League Explore is designed to introduce STEM concepts to kids ages 6 to 10 while exciting them through a brand they know and love – LEGO®. Guided by two or more adult coaches, teams (up to 6 members, ages 6-10) explore a real-world scientific problem such as food safety, recycling, energy, etc. Then they create a *team* poster that illustrates their journey of discovery and introduces their team. They also construct a motorized model of what they learned using LEGO elements. In the process, teams learn about teamwork, the wonders of science and technology, and the [FIRST Core Values](#), which include respect, sharing, and critical thinking. At the close of each season, teams come together on a regional basis to strut their stuff, share ideas, celebrate, and have fun!

## About the [LEGO Group](#)

The LEGO Group is a privately held, family-owned company with headquarters in Billund, Denmark, and main offices in Enfield, USA, London, UK, Shanghai, China, and Singapore. Founded in 1932 by Ole Kirk Kristiansen, and based on the iconic LEGO® brick, it is one of the world's leading manufacturers of play materials. Guided by the company spirit: "Only the best is good enough", the company is committed to the development of children and aims to inspire and develop the builders of tomorrow through creative play and learning.

## [Challenge Theme](#)

Each year, FIRST LEGO League Explore presents a new and exciting Challenge to ignite the creativity of children age 6 to 10. Each team of up to 6 children begins the exploration of this real-world theme with an exclusive LEGO® Education Inspire Model. Using this model as a starting point, they design a new model of their own with LEGO® elements. As they work, they learn basic engineering and programming skills with LEGO® Education WeDo and apply those concepts to make their model move. Teams also document their work in an Engineering Notebook and share their journey through a team poster. Throughout their experience, teams operate under the FIRST Core Values, celebrating discovery, teamwork, and *Gracious Professionalism*®.

See more at [www.firstlegoleague.org](http://www.firstlegoleague.org).

## Reviewing

Teams have the chance to meet with a pair of Reviewers to tell about what they accomplished this season. They tell about what they researched, any field trips they took, and what they learned. They also tell about what can be seen on their team poster and what they have built in their model.

If you are assigned to be a reviewer, you will be trained on site.



## Awards

Teams will all be honored with an award for their work this season. We ask that you clap and cheer for all teams and join the high-five line.

## Festival Cancellation Policy

(Include your Festival's policy for cancelling this event – the following is a sample: "The (name) Festival will only be canceled or delayed due to causes and conditions beyond the Festival organizers' control, including, but not limited to, Acts of God, government restrictions, and/or any other cause beyond the Festival's organizers' control. In the event of inclement weather, the Festival will be canceled if (name of county) is under a Level 3 Snow Emergency. Please refer to local news and radio for current county advisories. If the event must be canceled, it [will]/ [will not] be rescheduled.

If you have any questions or concerns about anything in this packet, please contact the Program Partner or the Festival Organizer.

We look forward to seeing you (silly hat and all) on Festival Day!

## Volunteer Report Times, Duty Locations, and Duty POC

Report Time	Position	Duty Point of Contact	Duty Location	Start Time	End Time
<b>7:30 AM</b>	Festival Director, Volunteer Coordinator, Head Reviewer				
<b>8:00 AM</b>	Volunteer Check-in	Volunteer Coordinator	Check-in Area	<b>8:00:AM</b>	<b>8:30 AM</b>
<b>8:00 AM</b>	Load-in	Volunteer Coordinator	Festival Area/Ceremonies Area	<b>8:00 AM</b>	<b>8:30 AM</b>
<b>9:00 AM</b>	Team Check-in	Volunteer Coordinator	Check-in Area	<b>7:45 AM</b>	<b>12:30 PM</b>
<b>8:45 AM</b>	All Reviewers	Volunteer Coordinator	Festival Area	<b>8:45 AM</b>	<b>12:30 PM</b>
<b>8:45 AM</b>	Photographer	Volunteer Coordinator	Festival Area	<b>8:15 AM</b>	<b>12:30 PM</b>
<b>9:00 AM</b>	MC/Announcer	Production Manager	Competition Area	<b>8:15 AM</b>	<b>12:30 PM</b>
<b>9:00 AM</b>	Team Escorts	Volunteer Coordinator	Check-in Area	<b>8:00 AM</b>	<b>12:30 PM</b>
<b>9:00 AM</b>	Team Activities	Volunteer Coordinator	Check-in Area	<b>8:00 AM</b>	<b>12:30 PM</b>
<b>12:00 PM</b>	Closing Ceremony	Volunteer Coordinator	Ceremony area	<b>11:30 AM</b>	<b>12:30 PM</b>
<b>1 PM</b>	Load-out	Volunteer Coordinator	Festival Area/Ceremonies Area	<b>12 PM</b>	<b>1:30 PM</b>