Rock Around the Clock Station/Role Breakdown

Check-in/Check-out
Welcome Center/ Table by Counseling and Advising

- Everyone gets the choreography sheet and a friendly welcome.
  - Students with children can be given the Kids’ activity center flyer
- The new student and returning student paths are meant to be done in sequence, so working to find where the student needs to start is a matter of asking them what they have done so far.
- Ask if the student is new or returning, and welcome them, or welcome them back.
  - New students:
    - Ask what the student has done so far, or if they want to get started today.
    - Walk them through the check list path for new students focusing on their next steps and the corresponding locations.
  - Returning Students:
    - Ask “when was the last time you attended classes?”
    - If it has been more than 5 years, direct them to the Welcome Center for tours.
    - Walk through the check list for returning students
    - Remind them to confirm residency status & address of record so they can be sure to receive their financial aid checks and updates from the college.
- Point out discounted food & location of restrooms, games, etc.
- Sign students up for the hourly prize drawing & put on their wristband
- Explain wristband & rules:
  (The more the student does, the better prizes they qualify for)
- Point students toward their first step on the check list and encourage them to ask, if they ever are unsure of what to do or where to go next.
- Tell them to come back to checkout and qualify for more prizes (point to sign with possible prizes they can win)
- Wear comfortable clothing, preferably in the music theme or with LCC logo, and a name tag, if you have one.

Directional Guides

- There are 4 strategic zones:
  - 2nd floor, between the Welcome Center and DPS
  - 2nd floor, Assessment Center Entrance to GB
  - 2nd floor Fitness Center Entrance from ramp
  - 1st floor staircase by Circle Drive/ Rover for North end of Building
- Direct students to Check-in/Check-out Stations. Welcome Center or table by Counseling and Advising
- Help lost students get to the Registration Room GB 306 and to the second floor.
- Wear comfortable clothing, preferably in the music theme or with LCC logo, and a name tag, if you have one.
Bungee Run
- One volunteer will be responsible for all students signing a waiver to participate, one volunteer will be responsible for helping students get hooked up and maintaining safety standards for participants.
- Give participants one sticker for the first visit. Students may participate more than once.
- Wear comfortable clothing, preferably in the music theme or with LCC logo, and a name tag, if you have one.

Radar Pitch
- One volunteer will be responsible for all students signing a waiver to participate, one volunteer will be responsible for maintaining safety standards and collection baseballs.
- Give participants one sticker for the first visit. Students may participate more than once.
- Wear comfortable clothing, preferably in the music theme or with LCC logo, and a name tag, if you have one.

Marble Game
- Ensure that players have selected a color prior to rolling marbles.
- Give a sticker to participants after rolled six marbles.
- Wear comfortable clothing, preferably in the music theme or with LCC logo, and a name tag, if you have one.

Horseshoe Game
- Give a sticker to participants after each player has thrown three times.
- Wear comfortable clothing, preferably in the music theme or with LCC logo, and a name tag, if you have one.

Speed Ball
- Give a sticker to participants after each players ball has arrived at the bottom of the game.
- Wear comfortable clothing, preferably in the music theme or with LCC logo, and a name tag, if you have one.

Tailgate Toss
- Give a sticker to participants after they have thrown three bean bags.
- Wear comfortable clothing, preferably in the music theme or with LCC logo, and a name tag, if you have one.

Rockin’ Trivia
- Give a sticker to participants after they have attempted 10 questions.
- Wear comfortable clothing, preferably in the music theme or with LCC logo, and a name tag, if you have one.

Rock Band
- Give a sticker to participants after they have rocked it out for 10 minutes.
- Wear comfortable clothing, preferably in the music theme or with LCC logo, and a name tag, if you have one.

### Ice Cream/Popcorn/Cotton Candy
- Thank students for attending the event.
- Students and staff can return more than once.
- Wash your hands often, especially after handling non-food items.
- Staff is encouraged to bring a hat if making popcorn or cotton candy.
- Wish the students luck in their classes.
- Help to direct students. (refer to the students’ checklists).
- Wear comfortable clothing, preferably in the music theme or with LCC logo, and a name tag, if you have one.

### Set-up
- Meet between Enrollment Services and the Counseling and Advising Center.
- Wear comfortable clothing, preferably in the music theme or with LCC logo, and a name tag, if you have one.
- Assist with setting up display tables & laying out materials.
- Move tables, boxes, equipment.
- Load and unload boxes.
- Set up games and food and signs.

### Assistant
- Wear comfortable clothing, preferably in the music theme or with LCC logo, and a name tag, if you have one.
- Check in at volunteer station for and be prepared to fill in if another volunteer does not show up.
- Be available to give breaks at other volunteer stations.
- Help to direct students. (refer to the students’ checklists)

### Gym Volunteer/Lobby Guide
- Wear comfortable clothing, preferably in the music theme or with LCC logo, and a name tag, if you have one.
- Check in and assist groups in the gym to find their table.
- Be available throughout shift to assist those in the gym.
- Help to direct students. (refer to the students’ checklists)

### Registration Assistant
- Wear comfortable clothing, preferably in the music theme or with LCC logo, and a name tag, if you have one.
- Maintain flow of traffic between GB 304 & 330.
- Be available to assist registration room coordinators.
- Help to direct students. (refer to the students’ checklists)

### 3rd Floor Survey Assistant
- Wear comfortable clothing, preferably in the music theme or with LCC logo, and a name tag, if you have one.
- Help administer survey to students.
• Count student points when checking out.
• Fill out appropriate prize slip.