

# *A Walk Through the Middle Ages*

## Volunteer Directions

### Welcome Booth

#### General

1. Thank you for volunteering.
2. Fill out a name tag. (name, student, job)
3. No matter what job you are volunteering for today, help keep things safe and on task. If you see anything that is unsafe or if any student is goofing around, please step in and stop it immediately.

| Welcome Booth Jobs                                    | Task   |
|---|--|
| 1. Welcome each <b><u>Volunteer</u></b>               | <ol style="list-style-type: none"> <li>a. Stand at Volunteer Table and <b><u>greet</u></b> and <b><u>thank</u></b> each volunteer.</li> <li>b. Have them fill out a Name Tag</li> <li>c. Have them read Volunteer Instructions Sheet and then send them to their assignment</li> </ol>   |
| 2. Welcome all <b><u>Parents</u></b>                  | <ol style="list-style-type: none"> <li>a. Stand <b><u>inside</u></b> Welcome Booth</li> <li>b. Greet each parent and welcome them to: "A Walk Through the Middle Ages"</li> <li>c. Give a program and short explanation on how to go through the "Walk"</li> </ol>   |
| 3. Welcome all <b><u>Grandparents</u></b>             | <ol style="list-style-type: none"> <li>a. Stand <b><u>outside</u></b> Welcome Booth</li> <li>b. Greet each grandparent and welcome them to: "A Walk Through the Middle Ages"</li> <li>c. Ask Grandparents to fill out a Name Tag<br/> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: fit-content;">                     Name<br/>                     "Grandparent"                 </div> </li> <li>d. Give a program and short explanation on how to go through the "Walk"</li> </ol> |
| 4. Welcome <b><u>Schools</u></b> and Answer Questions | <ol style="list-style-type: none"> <li>a. Greet Schools</li> <li>b. Give a packet to each school (by name) that has "Walk" stickers for their students. Tell schools to give stickers out when they return to their school.</li> </ol>   |

#### A Walk Through the Middle Ages Overview

Set-up 7:00AM - 8:30AM

Students Practice 8:30AM – 9:00AM

"Walk" Presentations 9:00AM – 11:30AM

Lunch 11:45AM – 12:30PM

Clean-up 12:30PM – 2:30PM (students may not leave school early)

