

Event Name	Admission Open House		
<b>Event Description</b>	Winsor School Open House is an important day for the Admission Office with over 600 families eager to learn more about Winsor. Having many volunteers to greet, direct, and share their experiences with prospective families is critical to making this event a success. For volunteers, it's a fun and exciting day!		
<b>Event Date/Time/Location</b>	1st Friday in November/8:30-10:30am/Winsor		
<b># Chairpersons Required</b>	1 Lead Chair (supported by other Admission liaison volunteers)		
<b>Time Commitment</b>	High (concentrated in early to late October through day of event)		
<b>Previous Year's Chairs</b>	Norma Massarotti norma.massarotti@verizon.net	Sandee Simshauser sandeessimshauser@msn.com	Megan Weeks meganweeks@yahoo.com
<b># Volunteers Required/Tasks to be performed</b>	Chair for Admission Open House is responsible for soliciting and organizing 70-80 volunteers for this event, and on the day of the Open House, the Chair is in charge of coordinating these volunteers and ensuring that the day is going smoothly. These volunteers will serve as Ambassadors for Winsor (greeting and checking-in, giving directions, and talking with students/families).		
<b>Budget</b>	None required		
<b>Tasks and Timeline – Event Date minus</b>			
-6 weeks (late September)	If you are new to the position, schedule time to meet with last year's Chair to understand the role and to understand where the volunteer positions are stationed in the building. It's a good idea to meet in person at the school and walk through the facility with map and position assignment sheet. Keep in mind that with the opening of the Lubin-O'Donnell building, the Open House format will change and may require more volunteers to support the event.		
-6 weeks (late September)	Prepare an on line sign-up using <a href="http://www.signupgenius.com">http://www.signupgenius.com</a> to solicit volunteers to fill 80 slots. Send an email to the Volunteer Coordinator letting him/her know that you need 70- 80 volunteers for this event. The Volunteer Coordinator is responsible for placement in the Winsor weekly e-communication. It is important that the Volunteer Coordinator include the link to the sign-up genius in the communication. Prepare communication to last year's volunteers who are still Winsor families to see if they are interested (see attached sample email). Many past volunteers are willing to volunteer again. The sign-up genius link should also be included in this communication.		
-5 weeks (1 <sup>st</sup> week of October)	Monitor on-line sign-up weekly to ensure that you are obtaining the number of volunteers needed. History suggests that you should target filling up 60 slots by mid-October and 80 slots by month end. Contact Volunteer Coordinator and your PA Overseer if you need more volunteers. You can't run the event without volunteers!		
-2 weeks	Using last year's assignment form, identify who your veterans are and make sure to place them in similar key spots. Identify Upper and Lower School parents and place them in areas of the building with which they are familiar. In addition, identify new parents and place them at check-in or areas which do not require familiarity with the school's layout. Key spots are: the stairway landings on the 1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> floor, the main entrance in front of Ms. Marshall's area, the hallway outside of Assistant Head of School's office, and the entrance at Peter Hall. Attached are the excel spreadsheets: 1) Assignment spreadsheet which lists each spot to place a volunteer, and 2) Volunteer list of names in alpha order with their assignments.		
-1 week	Review volunteer list assignment form with Admission for any edits or additions.		
-1 week (Monday or Tuesday)	Send out email to volunteers with attachments to be provided by Admission (Kirsten Feldman). Sample email and attachments available for reference.		
-Day of	Arrive early/by 7:30am with other Co-Chairs/Veterans. Lead Chair should check-in the		

	<p>volunteers. Place other Co-Chairs/Veterans at the visitor registration tables. During event, Lead Chair floats to make sure spots are manned and that volunteers have water (Food Services will supply water).</p>
<p>-End of event and day after event</p>	<p>Go back to check-in room and make sure volunteers receive Admission “thank you gift” and parking reimbursement form.</p> <p>Send thank you email to volunteers – send one email incorporating yours and the Admission Office team’s.</p> <p>Take home volunteer scarves to wash, fold and return to Admission Office within a few weeks so that you don’t forget about them or leave them somewhere you can’t later recall.</p>
<p><b>Helpful Tips for Chairs to watch out for along with suggestions from 2015’s event.</b></p>	<p>Visitors arrive early so design sign-up sheet to include time slots that begin at 7:30 am.</p> <p>Check in with Admission Office Manager to see if any help is needed to set up check-in table.</p> <p>Watch entrances to make sure you have adequate coverage. You may need additional help at check-in tables to eliminate the bottleneck.</p> <p>If weather is good, have more people in the courtyard. I assigned 4 though having extra to escort families is helpful and if it is a nice day, people want to chat in the courtyard</p> <p>Add a small registration table by the door that leads to the courtyard near the Senior Homeroom. Many entered the building for the first time through that entrance and needed to walk elsewhere to register</p> <p>Number the registration tables so that visitors who refer to them by text or phone to someone who needs to meet them there know which registration table their friend needs to go to (Registration Table #1, #2, etc.)</p> <p>Some classrooms that were listed on the schedule were empty – can teachers place a sign on the door if they leave (drama) or can we place a volunteer there if we know that a class won’t take place there</p> <p>When noting rooms in the LOC, add LOC to the description so volunteers know which building the classroom is in (some classroom references were unfamiliar)</p> <p>On the backside of the schedule, display what a weekly schedule looks like for a lower schooler and an upper schooler so families get a perspective of what a week looks like</p>