

Event Name	Admissions Visit Day(s)/Evening	
Event Description	Winsor School Visit Day(s) are an important day for the Admission Office with over 100 newly accepted students returning to Winsor in late March or early April for another experience for input in making their decisions. Having hosts to greet, direct, and share their experiences with prospective families is critical to making this event a success. For hosts, it's a fun and exciting day!	
Event Date/Time/Location	Usually first week following Spring Break	
# Chairpersons Required	1 Lead Chair to organize hosts for all events (plus 1 co-chair for "on site" during each event; in 2015 there were two visit days and one visit evening and we had 3 co-chairs, one for each of the days and one for the evening – in addition to the overall Lead Chair – depending on the amount of time a volunteer has, the events can be run with fewer chairs)	
Time Commitment	High (concentrated in March through day(s) of events)	
Previous Year's Chairs	N. Massarotti (Lead) norma.massarotti@verizon.net	J. Hunnewell Kaplan (Day 1, On-site) A. Lawlor (Day 1, On-site) S. Simshauser (Day 2, On-site) E. Piou (Evening, On-Site)
# Hosts Required/Tasks to be performed	Lead Chair for Visit Days/Evening is responsible for soliciting and organizing 15-20 hosts for each day event and 10 hosts for the evening event. On the day of each Visit Day and Visit Evening, the Chair/or co-chairs is in charge of coordinating these hosts and ensuring that the day runs smoothly. These hosts will serve as Ambassadors for Winsor (greeting and checking-in, giving directions, escorting newly accepted students to/from classes, and talking with parents). If the Chair is unable to be on-site for all the events, experienced co-chairs can be used in his or her place. This should be decided as early as possible.	
Budget	None required	
Tasks and Timeline – Event Date minus		
-14 weeks (mid-December) <i>Call (meet if possible) Admission Office Manager, Kirsten Feldman</i>	If you are new to the position, schedule time to meet with last year's Lead Chair to ask any questions about the role after reading the work system. Meet with the Admission Office Manager to understand how the events' formats have changed versus the previous year so that you can modify the overall plan.	
-12 weeks (early January) http://www.signupgenius.com/go/10c0d44a4ae23a75-winsor	Prepare an on-line sign-up using http://www.signupgenius.com to solicit hosts to fill the required slots. Send an email to the Volunteer Coordinator letting him/her know that you need 15-20 hosts for each Day event and 10 for the Evening 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. You will find that the detailed schedule (minute by minute) is not often available to support solicitation for hosts in January. It is recommended to err on the conservative side by asking for help for the entire day (e.g. 8-1) with mention that more narrow blocks of time are likely to be available. You can ask hosts to note any preferences (specific times, Class preferences) in the comment section. The Admission office prefers hosts to stay throughout a class's visit (from 2-5 hours).	
-8 weeks (early February)	Monitor on-line sign-up weekly to ensure that you are obtaining the	

	number of hosts needed. Remember that Spring Break begins mid-March so many families travel; therefore, it is best to secure the hosts needed by early March. If you aren't obtaining the numbers needed, you can prepare communication to the Open House hosts to see if they are interested (see attached sample email). Contact the Volunteer Coordinator and your PA Overseer if you need more hosts. You can't run the event without hosts!
-4 weeks (early March)	Meet with Admission Office Manager to review the "minute by minute" schedule for the Day events. This schedule is detailed and will provide you with the tasks to be performed by the hosts. From this schedule you will develop the placement schedule. The Visit Day schedule can change so be sure to stay connected with the Admission Office Manager on any changes.
-4 weeks (early March)	Using last year's Volunteer Placement and Instruction documents as a guide, develop ones for this year's events. Keep in mind that if the days' formats change from last year, you need to think through the tasks to be performed and how many hosts are needed for each task. It isn't precise or a science, so err on high side with respect to placing hosts as you will get cancellations.
-1 week (or as your schedule accommodates given Spring Break)	Review Placement and Instruction documents with Admission Office Manager for any edits or additions based upon latest "minute by minute" schedule.
-1 week or weekend prior	Send out email to hosts with attachments – Placement and Instructions.
-Day of (on-site co-chairs)	Arrive early – ½ hour before newly accepted students/parents are expected to arrive). Chair should greet and check-in the hosts. Have hard copies of placement and instruction documents available to remind and guide hosts of their tasks. Check in with Admission Office Manager periodically for any needs or changes.
-Evening (on-site co-chair)	On-site lead chair should plan to arrive 1 hour prior to the start of the event to help Admission Office Manager set up. On-site lead chair will assign hosts to the various locations which for 2015 were: 1 outside by back lot guiding visitors to the entrance; 1 in front of main entrance; 3 at check-in table; 2 to greet and speak with parents after check-in. Parent hosts are free to leave once the event begins or they can stay for the program if they would like. There is very little clean up.
-End of event and day after event	Send thank you email to hosts. Obtain thank-you from the Admission Office to include in the same email.
Helpful Tips for Chairs to watch out for.....	<p>Matches are made between current and newly accepted students, and current students didn't have name tags. Give thought to how we can make the matching move more quickly ("line-up", having an existing student help, etc.).</p> <p>The "coffee" has taken place in the Trustee Room to allow for a meeting point for newly accepted parents and hosts. When necessary, it can move to the seating area outside the Dining Hall. Make sure that this area is presentable.</p>