

ATLANTA SCIENCE FESTIVAL™



Curious Corps Volunteer Information

T: 678-654-9796 E: Volunteer@AtlantaScienceFestival.org

Director Thoughts

Attention Curious Corps members:

It is with tremendous gratitude that we welcome you to the Atlanta Science Festival team. With 125 events offered by nearly 90 partners at 70+ venues over two weeks, the Festival needs YOU. The diverse events require a cohesive identity as part of the Atlanta Science Festival. Indeed, many have struggled to wrap their brains around this Festival. It is not a science fair. It is not a science night for kids. It does not occur on a single day in a single location.

Your role is critical. Your mission, should you choose to accept it, is twofold:

1. Invite everyone in Atlanta to our celebration of the science and technology in our region. Adults, children, elderly, students, young professionals, old professionals, unprofessionals.
2. Ensure that each individual event runs smoothly and feels like part of the Atlanta Science Festival. Smile and say, "Welcome! Here is an amazing part of an awesome whole, so come back tomorrow and don't miss the Expo..."

You and your (very) pink shirt represent the Festival. You are ambassadors of ASF. You are the few, the proud, the curious. Let's help Atlanta celebrate the curious in all of us.

Sciencereally,

Meisa Salaita & Jordan Rose
Atlanta Science Festival Co-Directors

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The Basics

Welcome to Year 7 of this wonderful Metro Atlanta event and welcome to the Curious Corps Team. The Curious Corps members have an important role in the Atlanta Science Festival. We are involved in supporting the communications team to get the word out with colorful postcards and booklets so that our communities know of this amazing celebration. We ensure the success of 100+ events by supporting attendees, event hosts, and exhibitors alike. We assist in gathering feedback on the events with surveys so that science festivals in the years ahead can learn from this year and be even more amazing. We are at the Exploration Expo to ensure a mind blowing Grand finale of science for Metro Atlanta to enjoy and talk about for months to come.

The entire Festival is being executed by volunteers, so what makes the Curious Corps any different? Our membership can be considered the (bright pink) ribbon that ties all the events together in a nice, neat package. In that light, it is the goal that the Curious Corps provides excellent help to the attendees and exhibitors alike. This volunteer manual will help to ensure that the information you need to be a successful Curious Corps member is at your fingertips. It is a reference for you as you are part of this EPIC celebration of Science, Technology, Engineering & Mathematics in Metro Atlanta.

The List

Keep in mind that as the Curious Corps, we are representing the Festival. In that light, here are some basic requests of all Curious Corps Team Members:

- Please wear your Curious Corps t-shirt. It will identify you to others as someone who can help. Your t-shirt will be mailed to you at the address you shared in your registration. Your personal information will be not be shared with anyone for any reason.
- Comfortable shoes are a good idea. There may be standing/walking involved and so care for your feet.
- On your other attire, dress comfortably and keep in mind that you will be interacting with others when selecting from your closet, and that some events may be held outside (rain or shine).
- Only smoke in designated areas, please. Note that many of the facilities are smoke free so please plan accordingly.
- Please keep your own health & safety in mind.
 - Stay hydrated
 - Sunscreen, if outside
 - Do not over extend yourself
 - NO unsafe acts. Let's ensure no one is injured.
- #ATSciFest is dedicated to being eco-friendly and protecting our beautiful planet. Please do your share and pick up left over festival booklets for reuse or recycling as needed.
- Put this numbers and e-mail in your telephone NOW:
 - **Danielle 678-654-9796 Volunteer Coordinator**
 - Volunteer@AtlantaScienceFestival.org
 - Your time and commitment is valued. Please use these to communicate if an issue arises that mean that you cannot make your assignment. This allows for a back-up to be put into place.

FESTIVAL GOALS

- ▲ FOSTER CONNECTIONS
- ▲ BUILD COMMUNITY
- ▲ HIGHLIGHT ATLANTA

“No one has ever become poor by giving”

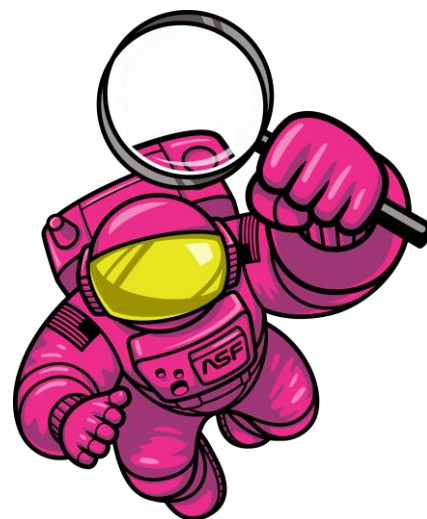
~Anne Frank

- Call if you have issues/questions before, during or after the event. Do not hesitate to call, your feedback is welcome.
- If you are not knowledgeable about the event topic that you are assigned to ~ DO NOT WORRY. The exhibitors/presenters will give the details of the topic that is planned. We will work so everything runs smoothly.
 - Our role is to provide assistance, be pleasant & cover the details to ensure that "WOW" happens.

The Roles

Thanks to so many amazing programs, there are many things that we will do as a Curious Corps to deliver success. This section is designed as a reference to assist in knowing "the what" we are being asked to do. Here is a listing of the roles and a short description of them

	Dates of Need	Location
DELIVERY SUPPORT	Now until 3/18/2020	Across Metro
EVENT SUPPORT STAFF	3/6 to 3/20/2020	Across Metro
EXPO VOLUNTEER	3/ 20 & 3/21/2020	Piedmont Park



Delivery Support

In order to direct attendees to the right location each of the events has signage, festival booklets and other important information to be present for success. The Curious Corps has a plan for pick-up and delivery to get the right materials to the right place at the right time. This team helps to get our wonderful pink shirts out to our volunteers as well. Shirts are mailed to you at the address you registered with so if your address has changed, drop a note to Volunteer@AtlantaScienceFestival.org with the new address.

Event Support Staff & Expo Staff

This Curious Corps sub-team will assist with events occurring starting from launch on March 6 until the Exploration Expo on March 21, 2020 at Piedmont Park.

Our team will welcome attendees and support exhibitors in order to assist in flawless execution of the various events. Our goal will be to assure that those that have elected to share their venue and their talents through an event have an excellent experience overall. This may entail assisting with set up, taking tickets at the door in some events, directing attendees to the event, collecting feedback through surveys or just simply smiling and making sure that everyone is enjoying themselves. It is amazing how helpful it is to have the team in pink there to cover all the bases. The individual events are from March 6 to March 20th. Their locations and hour vary based on the event.

Duties at these events include:

- **Volunteer Lead** – This role has multiple duties and may gather assistance from the other volunteers at their event. See the list below:
 - Provide Leadership among the volunteer team to ensure that the event partner is prepared for the event
 - Provide headcount to volunteer coordinator (e-mail to Volunteer@Atlanta.ScienceFestival.org)
 - *ONLY AT SPECIFIC EVENTS:* Assure that surveys are distributed and collected for feedback. If your event has surveys, you will be notified in your confirmation email which will include all details. NOTE: Volunteers do NOT take the completed surveys at the end of the event. Leave them in the envelope with the event host.
 - Assist with additional items as needed.
- **Human Arrows** – Way finding, directing attendees to the location, crowd control as needed
- **T-shirt Sales** – Some event will have t-shirts available for sale and volunteers will cover this task
- **Alex the Mascot** - This year we have very few of the events that will have Alex joining in on the fun. We are trying out this role for the 2019 festival. This is going to be so fun.
- **General Assistance** – Our event partners may request additional volunteers for various tasks based on their event, expected attendees or other reasons. There may be the need to help set up or break down a venue, or to help with crowd direction or any other detail that is needed based on the specific event ; these details will be shared per event by the Curious Corps Task Force members assigned to match our volunteers to events.
- WE WILL SHARE AS MUCH INFORMATION AS POSSIBLE TO PREPARE YOU FOR SUCCESS.

Expo Only Roles

The Exploration Expo is held on March 21st at Piedmont Park. Volunteers arrive as early as 7 am and stay until 5:00 pm to make sure the Expo is a fun, safe, science day of exploration. There are set up shifts on Friday March 20th as well.

- **Welcome Team** – Set up as needed, ushering attendees, registration
- **Zone Leaders** – Assure that attendees/exhibitors/volunteers have what they need for a successful expo in their assigned zone.
- **Booth Support** – Offer assistance and basic troubleshooting at booths during Expo
- **Bus Loading Assistance** – Meet school buses at the drop off and direct school groups to the main entrances.
- **Entrance Coordination** – Welcome attendees to the Expo & observe exits to ensure no children are exiting unattended.

We incorporated sign-up's into our process to allow our volunteers to select the date, time, location and event that works best for their schedule. After you have registered on our web page, the sign up links are mailed to select your preferences. Thank you for doing this so seamlessly in 2020. We have been humbled by your support and assistance.

If you have any questions, concerns or feedback, never hesitate to drop a line to the team at Volunteer@AtlantaScienceFestival.org

Information Sharing

You may meet attendees that have been to the Festival for each of the seven years, for the first time or anything in between. There are so many amazing events across so many topics, it is difficult to know everything about all of them. In general, thank attendees for joining us. Ask them if they have been before. Ask them what they have enjoyed so far and what else they plan to attend. If they are unsure of other events, share a booklet with them or direct them to the web page for so much information. The web page is www.ScienceATL.org. Remind attendees to share on their social media and use #AtlSciFest to spread the word.

In Closing

This guide was designed to attempt to answer questions/concerns that may arise during the time that you are sharing with the Atlanta Science Festival. It is where you can refer to prior to your program to get information. If you have additional questions, do not hesitate to call/email for assistance.

Your time and efforts to take part in this wonderful event is appreciated. Thank you for spreading the word all over Atlanta about this wonderful Festival. Thank you for tweeting, posting and repeating. Thank you for attending events and getting people to the venue, answering their questions, telling them about other events on the horizon. Thank you for gathering their feedback and sharing it so this can go on for years to come in our fine city. This fifth year will be amazing and your involvement helps to assure that will happen.

Thank you a million times for joining the Curious Corps.

