

Grad Night 2017 Volunteer Instructions

Thank you for volunteering to work at WHS Grad Night 2017!

How to be a great Grad Night Volunteer:

1. Check the sign-up website for the attire for your designated volunteer activity. Go to: <http://www.signupgenius.com/go/8050548a4a72da57-woodbridge> and dress indicated in the description for your specific job. Dress warmly or bring a jacket since this is mostly an outdoor event and it will be cool. Wear comfortable shoes as you will be standing or walking around depending on your assignment. If you are not sure what to wear, please wear black pants and a black or white shirt.
2. Arrive on-time at the designated start time for your shift and check in at Volunteer Registration in the WHS Front Office (Building D - Administration). Check-in at the front office at least 10 minutes before your shift.
3. Complete the Volunteer Release Form before arriving (copy attached) and receive your ID badge at the Registration desk. Your ID badge must be visible at all times for security purposes.
4. Proceed to your designated work location. Maps will be on display in the Front Office. When you arrive at your work location, check in with the Chairperson(s) for the area where you signed up to work (Chairpersons are listed below).
5. Focus on your assignment and please stay in your designated areas. We don't need volunteers walking around. This is a night for the graduates to celebrate with their friends. The volunteers are there to work, not socialize.
6. Check out with the Chairperson at the end of your shift and exit through the Teacher's Lounge and Front Office returning all costume accessories (if you were given any) and your badge lanyard or clip.

Things to Know about Grad Night 2017 Mardi Grads

We are using an event management company, James Events to set-up and run many of the evening's activities. There will be employees from James Events on-site working their respective areas throughout the day and evening. They will be wearing polo shirts or hats or badges identifying them as James Events employees.

1. There will be more than enough food and drinks for the volunteers in the Teacher's Lounge. Please do not eat/drink the food being served to the Grad Night guests as they are in limited quantities and we don't want to run out of food for the guests.
2. Please use the restrooms in the Teacher's Lounge. Do not use the restrooms designated for the Grad Night guests in the Music Quad.
3. There will be a First Aid Station in the Nurse's office staffed by trained medical professionals. If anyone is severely injured in your area, please call 911 immediately and then contact your Chairperson or Security. Designated chairpersons will have radios to call Security. For all other injuries, contact your Chairperson or Security immediately. Security workers will be wearing white t-shirts with SECURITY on the back.
4. Grad Night is a fun, safe and sober celebration for the WHS 2017 Grads only. Please report any suspicious activity to a member of the Security team or your Chairperson(s).

Grad Night Event Chairs by Area:

Event Chairs – Mieko Ajiro (949)413-7917, Kathy Arguelles (949)351-1311, Melissa Hutton

Security – Rex Lyon (949)903-1020

Site Chair during Graduation – Loretta Salemme (949)231-8486

Volunteers – Lisa Hoertig (949)302-7397

Guest Registration – Melissa Hutton (949)533-2704

Food –Madilyn Hodge (949)836-3412

Entry Photo – Wendy Dallas (949) 929-8131

Casino – Sam Duke (949)395-1317

Games – Leslie Yap (949)233-4919 and Linda Walters

Crafts –Tiffany Vivanco (949)246-2857

Prizes – Kerri Fung (949)400-1813

Bag Room –Kari Hamilton (949)422-1248 and Deinyell Vollucci (949)310-1314

Treasurer – Wendy Weston (949)439-1801

Questions: Email: volunteer@woodbridgegradnight.org

Volunteer Release Form: WHS GRAD NIGHT 2017, Mardi Grads, I understand that my participation in Woodbridge High School's Grad Night 2017, Mardi Grads (hereinafter referred to as WHS Grad Night) is a voluntary activity and that I am donating my time, labor and skills by my free choice. As a volunteer at WHS Grad Night, I understand and assume all the risks associated with my volunteer duties, including, but not limited to property damage, personal injury, illness or death. I hereby agree to assume the risks associated in any way with my participation in the event, known as WHS Grad Night. I agree that WHS Grad Night, its Chairs, Committee Members, Volunteers; Woodbridge High School and Irvine Unified School District are not responsible for any injury, death or property damage arising as a result of my participation in WHS Grad Night. I agree to release, defend, indemnify and hold harmless WHS Grad Night, its Chairs, Committee members, volunteers, agents or assigns, Woodbridge High School and the Irvine Unified School District for any and all claims I may have arising out of my participation and volunteer activities at WHS Grad Night. I agree that the terms stated herein shall also serve as a Waiver of Liability and Assumption of Risk for my heirs, estate, executor, administrator, assignees and for all members of my family. I understand that this document is intended to be as broad and inclusive as permitted by the laws of California and I agree that if any portion of this Agreement is invalid, the remainder will continue in full legal force and effect.

Signature of Volunteer

Date