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## TIPS FOR STUDENT ORGANIZATIONS

\*Stay **hydrated** and wear **comfortable shoes!** Many of you will choose to be on your feet and/or climbing stairs for a good portion of your shift. Sneakers are encouraged.

\*When your shift is completed, **bring your name badge back to Kleiner Commons.** Also, please confirm with the building staff that you are leaving, so that they can re-assign your job!

\*Please refer **questions regarding facilities, furniture, residential policies,** etc, to the staff of the building where you are working. This assists our staff with minimizing some of those areas of great confusion for residents.

\***Introduce yourself to families** and let them know that you are a volunteer to assist in moving belongings. Although the majority of families appreciate the assistance, it can be a little unnerving when a group converges on their students belongings and whisks them away. Always remember to verify to which room you are to be carrying boxes, etc.

\*Please make sure that you are **repeating the room number** where you are moving belongings.

\*If you are uncomfortable **moving heavy gear,** or boxes that are very important to the student, please just indicate to the family that it is perhaps best that they do that particular task themselves. We don't need volunteers dropping televisions, computers, etc.

\*We also provide **cardboard box** recycling dumpsters. Please direct families to these, should they have the need.

\*As the leader of your organization, **please pass this information on to your group so that ALL MEMBERS** are aware of the appropriate protocol for this event. During check in of volunteers, we ask that your group leave a cell phone number where we could contact you during your shift, should we need to convey to you any information.

\***Move in is not a time to recruit students to your organizations.** Please do not provide handouts or other printed materials to our new students. All first year students will be informed of the opportunity to participate in Campus Life Night, and the staff of the Office of Housing and Residence will coordinate groups of students to walk over to the Fieldhouse to experience that event. Please remember that all students should be assisted by your groups, not just those that may potentially become members of your organization.