



Discovery Cube Orange County

Volunteer Welcome Packet

Date: Saturday, November 4th

Shift: 8:30am-2:30pm (shifts cannot be split into shorter shifts)

Location: California State University Fullerton
800 North State College Boulevard Fullerton, CA 92831

Contact: Blair Hillis, Manager, Volunteer Services
volunteeroc@discoverycube.org or 714.913.5028

General Overview Information

Check In: Please be on time for check in. During check in you will sign in, receive a shirt that you can wear for the day (note: the shirt is Discovery Cube property and must be returned at the end of the shift), and receive training for your job. Please come in your uniform (blue jeans ok for this event!)

Activities: Volunteers will be needed to help run 7 different stations. Jobs will be assigned during volunteer check in.

Activities and stations are subject to change without prior notice.

1. **Registration**—Volunteers will be in charge of checking people in and answering questions.
2. **Guest Control**—Volunteers will help direct guests to activities, restrooms, registration, and to ensure guests stay out of the launch zone.
3. **MiniCatapults**—Volunteers assist the guests with making their own mini catapult with a set of craft sticks, spoons, and rubber bands.
4. **Pop Rockets**—Volunteers assist guests with launching film canisters of water, and Alka- Seltzer as they observe a chemical reaction.
5. **Tower Build**—Volunteers monitor guests as they attempt to build the tallest, most stable tower with a specific set of blocks.
6. **LargeCatapult**—Volunteers facilitate an activity where guests will launch a whiffle ball at a target.
7. **Inflatables**—Volunteers will monitor the line for inflatables, making sure kids play safe while jumping, or climbing.
8. **DasBoat**—Volunteers will assist guests as they make boats out of foil and attempt to make them float in tubs of water.
9. **AirPlanes**—Volunteers will assist guests as they build the best possible airplane, clean up excess paper, act as targets, or move flags around so guests have something to aim at.

Breaks and lunches: Volunteers will be assigned a 30 minute lunch while on their 6 hour shift. Complimentary light snacks and water will be provided. We highly encourage the volunteers to bring a sack lunch. There will be food trucks onsite, but they will generally take 1 hour for wait time, and eating. If you would like to order from the food trucks, you must take your break earlier in the day.

Policies and Procedures

Thank you for choosing Discovery Cube Orange County! We are excited and proud to have you join our team for the day! Not only are we about education and science, we are proud of our professionalism and friendliness. Please take a look at the guidelines below. We ask that you please follow them while you spend your time here to help us present a unified, friendly, and professional team.

1. Do not carry backpacks or purses on your shift.
2. Do not use your cell phones or any other devices while on your shift.
3. Do not chew gum while interacting with guests.
4. Refrain from using profanity.
5. Refrain from using word like “shut up” and “Stupid”. To 5 year olds, it is bad language.
6. Do not touch children or guests. High-fives are OK and encouraged. 😊
7. Refrain from having private conversations on your shift.
8. Do not sit or lean on the exhibits, exhibit chairs, or on the ground when you are uniform.
9. Do not leave your assigned position unless released for your break or have communicated with your team leader.
10. Please plan to stay for your entire shift.

Good to know

1. The Pumpkin Launch will be held entirely outdoors on a grass field.
2. Wear comfortable shoes!
3. Plan to arrive at least 10-15 minutes early for parking, drop off, and check in.
4. If you need anything signed, please make sure you bring pre filled out forms. (You can use the information below)
5. Leave things you don't need at home or in the car.
6. Wear something easy to change in and out of. Tank Tops work best.
7. Bring a watch. This helps with tracking your breaks and when it is time to go home.
8. Bring a water bottle.
9. Bring some cash for food.
10. Eat before you come. Laughing, smiling, and helping kids is a tough job! Seriously, it is.

Dress Code Forms and Verification Forms

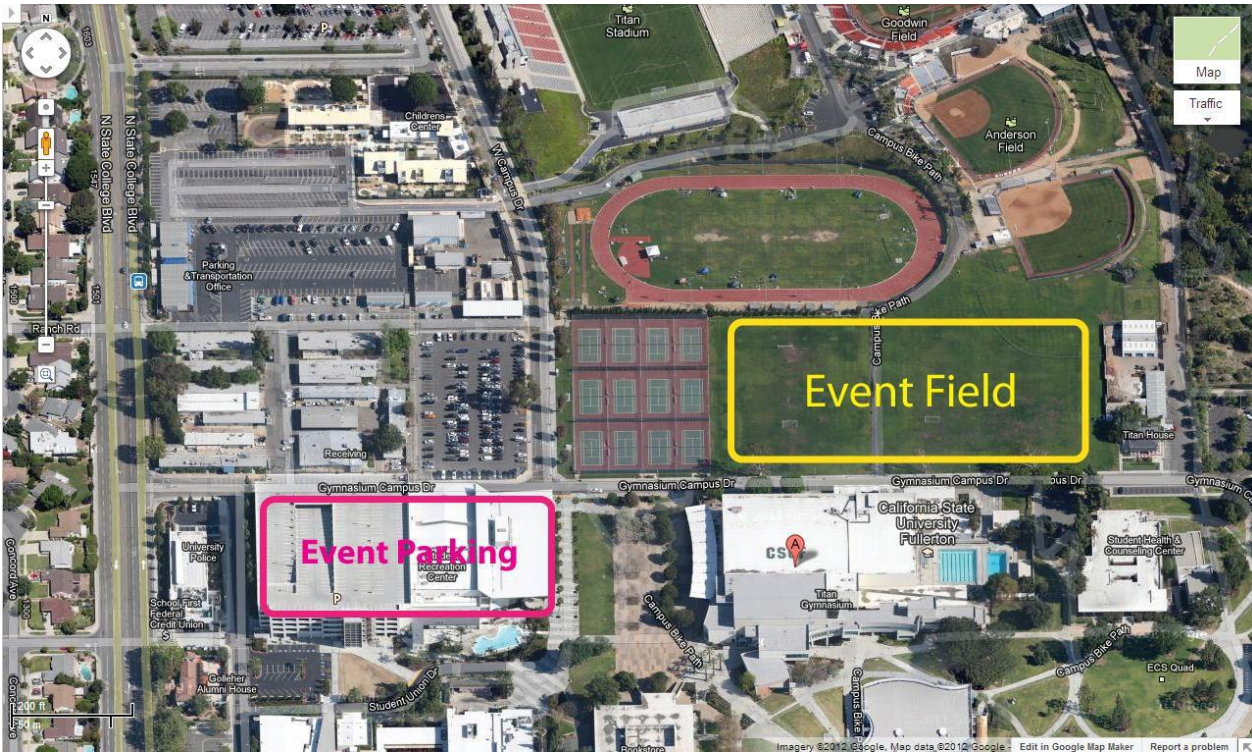
Discovery Cube Orange County takes pride in our appearance and guest service. We ask that Volunteers adhere to our Personal Appearance Guidelines and Dress Code. The Personal Appearance Guidelines and Dress Code form is located on page 4. The agreement form needs to be signed and turned in during the check in process.

****Volunteers who are not in the correct dress code will not be allowed to volunteer.***

If you would like paperwork signed off at the event, please bring your form with you. Hours will be signed at the end of the event. All forms need to be pre-filled out, you can use the information below. We will fill in the hours and sign the form.

Blair Hillis
Discovery Cube Orange County
2500 N. Main St.
Santa Ana, Ca 92705
bhillis@discoverycube.org 714.263.3873

Parking Information



Parking Directions

From the 57 North

Exit Nutwood, make a left onto Nutwood
Right onto North State College
Right onto Gymnasium Drive
Parking Structure will be on your right

From the 57 South

Exit Nutwood, Make a right onto Nutwood
Right onto North State College
Right onto Gymnasium Drive.
Parking Structure will be on your right

Once you are parked, please make your way to the field for check in.

Drop Off Information



Drop Off Directions

From the 57 North

Exit Yorba Linda Dr.
Left onto Yorba Linda Dr.
Left onto N. Campus Dr. (or Associated)
Right onto W. Campus Dr.
Right into Lot A South
Please pull ALL the way into the parking lot before making a u turn.

From the 57 South

Exit Yorba Linda Dr.
Right onto Yorba Linda Dr.
Left onto Campus Dr. (Or Associated)
Right onto W. Campus Dr.
Right into Lot A South
Please pull ALL the way into the parking lot before making a u turn.

DO NOT stop in the middle to be dropped off. Doing so will cause traffic and possible accidents.

Once you have been dropped off, proceed to the Event Field.

If you have any questions, feel free to contact us before the event!

Discovery Cube Orange County
Volunteer Personal Appearance Guidelines/Standards of Dress
(Pumpkin Launch Specific)

Volunteers are responsible for providing a good image to our guests and to the community. Volunteers will dress appropriately for the conditions as well as the job. The 'Discovery Cube Orange County Look' is a classic, professional look that is clean, natural and polished. Extreme trends and cutting-edge styles do not support our image and are not permitted. Those working directly with our Guests are expected to represent DiscoveryCube OC as a professional educational institution.

Volunteers who are not in the appropriate dress code will be unable to volunteer and sent home.

Volunteers working directly with visitors will observe the following:

- Full length jeans. Jeans must be in good repair. **"Skinny" pant legs (leggings, stockings, or jeggings are not allowed.)**
- Comfortable, closed-toed sneakers. No heels allowed for this event.
- Discovery Cube official shirt tucked in neatly with no bare midriffs or rolled sleeves. **(Shirt will be provided at the event and turned in at the end.)**
- Nametags will be worn on the front of the shirt in the upper left-hand quadrant and must be worn while in uniform. Nametags will be provided at check-in. Must be your first name only.
- No jackets, shirts, or sweatshirts are permitted over the Discovery Cube shirt.
- Always wear a smile. :)

Optional additions to the uniform:

- Belts must be worn at the natural waistline. Belts must be black or brown and cannot be studded or decorated.
- Only black, long-sleeved shirt can be worn underneath the Discovery Cube t-shirt.

To ensure an attractive and appropriate appearance and ease of identification by guests, all volunteers are to observe the following guidelines:

- Clothing should be neat, and in good repair.
- Jewelry should be small and conservative.
- Nose, lip, or other face jewelry should not be visible.
- No visible tattoos
- Hair should be neat, clean, and of non-spectacular design. Hair should be neatly combed and arranged in a classic, easy to maintain, and proportionally balanced style. Extreme hair styles are not permitted. Subtle highlighting is permitted as long as it is well maintained and natural to skin tone.
- Facial hair need to be well groomed/neatly trimmed (no stubble).

I have read, understand, and agree to Discovery Cube Orange County's Appearance Guidelines.

Volunteers who are not in the appropriate dress code will be unable to volunteer and sent home.

Volunteer First and Last Name

Volunteer Signature

Date

Parent Signature (if Volunteer is under the age of 18)

Date