

“Class of 2010---Treasure Island - X marks the spot”
Lake Braddock 2010 All Night Grad Party
Volunteer Guidelines

- This is an alcohol/drug-free event. Both students and adults are expected to uphold this rule. If you see a problem (or even think you see a problem) please bring it to the attention of one of the security chairs (wearing red t-shirts) or the party chairs (wearing violet t-shirts).
- All volunteers should park in the athletic fields' parking lot. This is on the left just before the main building where the party is held. There will be signs indicating where to park. Shuttles and a system for escorting through the woods will be developed to facilitate in getting you safely and quickly to the center building.
- When you arrive for your scheduled shift, please check in and pick up your volunteer name tag at the Volunteer Desk. EVERY person, including ALL volunteers, MUST check-in AND check-out AND wear identification. This is to ensure that we have an accurate list of ALL persons in the building in the event of an emergency or evacuation. You will be directed where to go from there to report for duty. Volunteers are asked to stay in their assigned area unless they are requested to move by ANGP Co-Chairs Tammy Kafami or Don Metcalf.
- Dress for comfort! You may want to leave valuables/purses at home or locked in your car trunk. Pockets may come in handy! YOU ARE REQUIRED to bring and keep a small flashlight with you in the event there is a power outage in the building.
- The **phone number at Audrey Moore (Wakefield) Rec Center** where you may be reached during the night is 703-321-7081. You may bring your cell phone; however, most cell phones do not work inside the Rec Center.
- **FOOD:** A volunteer hospitality room will be set up on the main level (first level) in the senior center and will provide snacks and drinks for all volunteers (plenty of coffee!). Coffee will also be available in the café (gym level) for volunteers. Other food and drinks at the café should be reserved for the seniors. Please help us remind students that food is only allowed in the café area off the gym.
- **Fire Alarms or other emergencies:** The Wakefield Recreation Center staff has generously volunteered their time as well. Staff will be on-site all night. Also on-site will be Fairfax County Police Officers Amy Sorenson and Kevin Frields, who are based at Lake Braddock during the school year and know the students. Parents will be stationed at all fire alarms. In the unlikely event of a fire alarm going off, you may begin to organize students; however, please wait to hear further instructions from the Wakefield staff before exiting any students. (Of course, if you see fire or smell smoke, you may immediately exit the students.)
- **Prize Drawings:** Drawings for door prizes and raffles will be held all night and winners' names will be posted by the grand prize room and perhaps the café. Major/large prizes (and purchases from the ANGP Store) will be kept and stored in the Passport/Cabana area. Winners must claim prizes in person. The grand prize drawing will be held at 4:45 AM.
- **If a student chooses to leave before the party is over**, they must first check out at the front desk. Once signed out, they will NOT be allowed to re-enter the building. If a student decides to leave, their parents will be contacted and 2 adult volunteers **MUST** accompany the student to his/her vehicle. In the case of a female student, one of the adult volunteers should be female. **NO EXCEPTIONS.**

Once again, thank you for your help! Without YOU, this party would not be possible. Enjoy the night!