**A-Card Activator**

**Role**

Assist graduates with activating their A-cards either by entering information into the *alumni UBC* surface tablet or on printed form

**Location(s)**

* Alumni welcome tent in the main courtyard or in the Administration building foyer

**Responsibilities and Information**

* Before Convocation
  + Attend volunteer orientation meeting
* Day of Convocation
  + Check in with *alumni UBC* Volunteer Coordinator in the Alumni Volunteer room at designated check in time (provided prior to Convocation via email)
  + Surface tablet training and instructions for completing the printed form will be provided prior to start of volunteer shift
  + When graduates arrive at tent or in foyer, share congratulations and warm welcome while guiding them to complete the activation form. Also share information on the benefits of the card and stress the importance of keeping their contact information up to date with *alumni UBC*
  + It is important that this is process is quick and efficient but friendly and informative
  + After graduates have activated their cards, invite them to enjoy a refreshment and check out activities in and around the alumni tent
  + At the end of your shift, please return surface tablets and/or completed printed forms to an *alumni UBC* staff member
  + Once your shift is complete, you are welcome to return to the *alumni UBC* volunteer room for refreshments
* After Convocation
  + Attend recognition event
  + Give comments and recommendations to *alumni UBC* Coordinator

**Time Commitment:** 2 hours per shift