

## GOLF CART DRIVERS

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### Role

Drive less-mobile guests to locations on campus (with priority for VIP guests.)

Please note: Must be up to date on Golf Cart training and hold a valid driver's license

Suggestion: Bring sunblock and a water bottle

### Location

- Courtyard – outside Administration Building
- Outside Gymnasium – upper and lower levels

### Responsibilities

- Before Convocation
  - Attend volunteer meeting on June 4
  - Attend rehearsal on June 6
- During Convocation
  - Check in with the Volunteer Coordinator in the Hangar (Studio 1), **60 minutes prior** to ceremony and pick up lanyard.
  - The Volunteer Coordinator will also give you a list with the names and times for VIP guests who will need this service.
  - Pick up golf cart outside Admin Building by Security. Golf Carts can hold 6 people including the driver.
  - Meet other golf cart drivers to determine which drivers will patrol which areas of campus for guests who require assistance.
  - Kindly ask guests not to bring balloon bouquets or other items that may block the view of other guests. If they wish to bring a stroller, kindly ask them to leave it in the car or let them know they can stand on the upper level of the gym to watch the ceremony with the stroller.
  - During the ceremony, park the golf cart alongside the exterior of the Hangar.
  - After the ceremony ends, pick up VIP guests and return to their vehicles/courtyard.
  - Assist other guests when able.
  - Return lanyard to Volunteer Coordinator.
- After Convocation
  - Attend recognition event
  - Give comments and recommendations to Volunteer Coordinator

**Time Commitment:** 3 hours per shift