**Gown and Hood Pinner**

**Role**

Assist graduates with pinning their hoods to their gowns

**Location(s)**

* Fipke Centre for Innovative Research – 2nd floor 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)
  + Hood placement and pinning instructions will be provided prior to start of volunteer shift
  + Proceed with lead pinner to the 2nd floor foyer of the Fipke Centre
  + Graduates will put the gowns on themselves and then come to you to for the hood to be placed and pinned
  + Ensure the hood is right side up, pin hood to lay flat along the seam of the gown with pins as hidden as possible
  + During the pinning process, chat with graduates and remind them to stop by the alumni tent after the ceremony to activate their A-Cards
  + Once a graduate’s hood is pinned, direct them downstairs to the first floor of Fipke Centre to join the procession order
  + 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:** 1.5 hours per shift