

VOLUNTEER TODAY



Event Date: **November 21 - 22, 2015**

Venue: **Humber College, Lakeshore Campus**

Various Volunteer Positions Available

BENEFITS

- Lead Change
- Gain Special Connections
- Become part of Community Engagement
- Make an impact

**Interested or for
more info:**

Send Application by
Friday Nov. 6th, 2015
to **Tara Lisowski** at
paralegalcup@gmail.com

The Paralegal Cup Intercollegiate Mooting Competition November 21 and 22, 2015 Humber Lakeshore Campus

Volunteer Positions Available:

Timekeepers

- You will be designated a specific courtroom and a panel of judges
- You will be responsible for monitoring the time for each speaker's submissions and will indicate the last minutes of time (5-3-1)
- You will be responsible for maintaining order in the mock court
- Note: The Paralegal Cup runs on a very strict schedule. This position plays a key component and requires volunteers who are focused, confident and comfortable taking command of a room of people.

Runners

- You will be responsible for collecting score sheets from the judges after each round of competition
- You will promptly return them to the registration desk so the round scores can be tallied and the next round of pairings can be organized
- Note: The judges enjoy giving lots of feedback. While we encourage this, we will ask you to work with the timekeepers to ensure that the scores are retrieved as quickly as possible to keep the day's schedule on track.

Judges' Assistants

- You will serve as a personal assistant for our invited judges
- You will be stationed in either their chambers or courtrooms to ensure they have everything they need throughout the day
- This could involve: water refills, tidying, running communications from judges to the organizers, etc.

Greeters/Ushers

- You will be responsible for welcoming attendees, guiding them to specific locations and answering questions or concerns
- You will be needed in the morning, throughout the day (for late arrivals) and at night to assist with the seating chart for dinner on Saturday
- You will need to be comfortable speaking in a professional manner to a wide range of individuals

Coat Check Attendants

- You will be responsible for collecting, organizing and monitoring the personal belongings of participants and guests
- Our special guests in the past have brought sensitive and privileged information along with them and need to be able to access it throughout the competition
- Note: This position will be done in shifts. You are welcome to bring any reading/homework you need to complete during your shift

Set-Up/Teardown Coordinators

- You will be responsible for setting up and tearing down L Building for the weekend of competition
- This includes: removing tables and chairs, setting up/tearing down the stage, staging the floor plan for the formal dinner, printing/organizing documents, etc.
- Note: This position requires a lot of physical activity. You must wear clothing and footwear that you feel most comfortable moving around in.

Note: Your assigned position may change throughout each day due to varying circumstances (timekeepers not included). Each year, new tasks present themselves that need to be addressed throughout the competition and we ask for your flexibility in meeting and accommodating these needs.



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Shift Dates and Times:

Friday, November 20

3:00pm - 9:00pm **Volunteer Orientation and Event Set-Up**
Location: Lakeshore L Commons Building – Room 1017
Details: Event setup in L Building

Saturday, November 21

7:00am - 9:00pm **Event Day 1 – Lakeshore L Commons Building**
Location: Classrooms and 2nd Floor Cafeteria
Details: Day 1 of the Event, includes setup for a Networking Hour and the Formal Evening Dinner

Sunday, November 22

8:00am - 5:00pm **Event Day 2 – Lakeshore L Commons Building**
Location: Classrooms and 2nd Floor Cafeteria
Details: Day 2 of the Event, includes setup for the Final Round of Competition

Further Details:

- Students must arrive at least 30 minutes prior to the start times to check in at registration.
- Breakfast, lunch and dinner will be provided. Please indicate any allergies or dietary restrictions on your application form.
- **You must wear your nametag at all times** for the event because it allows you access to all places within the venue and allows the steering committee, participants, community partners and guests to identify you.
- In addition to lunch, students are given two fifteen (15) minute breaks throughout the day. Please ensure that you have someone cover your position should you need to leave for your break or are asked to assist with another task.
- You are welcome to bring snacks, but please be mindful of allergies. This means absolutely no products containing peanuts.
- We encourage students to wear **business casual attire** - dress pants/slacks and a button-up shirt, a skirt and a blouse are all acceptable. Remember that you will be meeting professionals from the legal community, so represent yourselves and your school/industry well. We also ask that you please wear sensible shoes. The event will ask you to be active throughout most of the day, so please select footwear that will allow you to move freely and comfortably without complaint.
- Have a great day. Have fun and remember: you are future Community Leaders!

Contact:



Tara Lisowski, Paralegal Cup Volunteer Coordinator
E-MAIL APPLICATION FORM TO:
paralegalscup@gmail.com

For more details please visit our website at www.paralegalscup.com
Tara will be available to answer any application related questions.

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Volunteer Application Form

Name: _____

Program of Study: _____

E-mail Address: _____

Phone Number: _____

Preferred Volunteer Position(s): _____

I am available to volunteer on (check all that apply):

- Friday, November 20th, 2015 (mandatory)**
 - One-Hour Orientation @ 3:00pm**
 - One-Hour Orientation @ 6:00pm**
- Saturday, November 21st, 2015**
- Sunday, November 22nd, 2015**

Note: Students with full availability will be given priority in the distribution of volunteer positions.

Allergies/Dietary Restrictions:



Contact: Tara Lisowski, Paralegal Cup Volunteer Coordinator
E-MAIL APPLICATION FORM TO: paralegalscup@gmail.com
Please do not hesitate to include any questions or concerns.