

# MESA DAY

@ San José State University

## TEAM MATH QUEST JUDGES/PROCTORS' RESPONSIBILITIES

The following are your responsibilities as a mathematics volunteer for the activities listed above for MESA Day 2010.

- All Team Math Quest volunteers are required to attend the orientation on MESA Day:
- Address questions regarding competitions to: [Christina Ramos @ 924.3837](mailto:Christina.Ramos@924.3837) or [cramos@science.sjsu.edu](mailto:cramos@science.sjsu.edu)

**Day of Event - Arrival Time/Departure: (6:30am/10:30am)**

### **Registration**

- Please wear a blue top & black pants. Companies and organizations are encouraged to wear their own respective t-shirts w/black pants.
- Parking Options:
  - 1) You may park at the 10<sup>th</sup> Street Garage (San Fernando and 10<sup>th</sup> Street), and pay the \$8.00 parking fee.
  - 2) You may park at local City Parking Lots for \$3.00 and walk into campus.
- Check-in at the **Registration Desk** located at **Student Union – Barrett Ballroom** & make sure to sign in and pick up a nametag before heading over to competition/event site.

**Lead Volunteer:** (Christina Ramos)

- Pick up material box(es) and take to activity site and verify that all supplies needed for activity are in the Material Box(es). If materials are missing go directly to the materials registration table for assistance.

### **Day of Event Orientation :**

1. Proceed to a meeting with the Lead Proctor (Christina Ramos) for instructions. This meeting will start once the lead proctor arrives.
2. Please be at the test taking location
3. Make sure you are aware of where to find the math tests, scantrons, and pencils in the test taking location prior to starting the test instructions.
4. Pay close attention to the Lead Proctor's instructions and guidance.

### **Activity Implementation**

- Introduce yourself and all additional volunteers once all participants arrive.
- Read activity instructions out loud & clarify questions prior to event.

Lead Judge: Designate tasks to all volunteers accordingly.

### **Emergency Procedure**

If you experience an emergency proceed as follows:

#### **If the situation is serious and/or life threatening:**

1. Call 911 immediately.
2. Contact the University Police Department (UPD) immediately at 924-2222 and inform them what happened and tell them you already called 911.
3. Get the student's Parent Consent Form (located at the Registration Table) and verify if there is any medical information that we need to be aware of immediately. If so, communicate this to UPD as soon as they arrive.
4. Contact SJSU Center Director.
5. Contact the student's MESA Advisor.
6. Document student name, time, and description of what happened including how you proceeded with the situation (use the Emergency Report Form on Judge's binder).

#### **If the situation is not serious:**

1. Provide assistance to student if necessary (i.e., First Aid Kit available at Registration.)

2. Contact SJSU Center Director.
3. Contact student's MESA Advisor.
4. Document student name, time, and description of what happened including how you proceeded with the situation (use the Emergency Report Form on Judges Binder).

**Additional Information:**

- Begin and end competition/task at assigned times. **Do not excuse anyone early or allow them to be unsupervised.**
- Pick up your Breakfast & Lunch at **Student Union- Ballroom**

**Activity Results**

- All volunteers must complete MESA Day Evaluation form and drop-off at Registration Desk located at Student Union- Barrett Ballroom.
- Take judges binder and/or material box(es) directly to the Registration Desk.
- You are welcomed to attend the Awards Ceremony.
- Checkout at Registration Desk before you leave (very important!)

***Thank you for a job well done!***