



## Bus Greeter Instructions

### Primary Role

Bus Greeters are some of the most critical volunteers for the entire expo! You are providing the first interaction for students and teachers at CareerSpark. Your role is to greet each school, drop off their box of student booklets, help hand each student a drawstring backpack in the assigned school color and an activity card, and connect them with a tour guide who will lead them to their start zone.

### Key Materials

- School List with Backpack Colors and Zone Rotation Sequences
- Boxes of student drawstring backpacks color-coded by school and start zone
- Zip lock baggies with activity cards
- Boxes of student booklets
- Red lanyards for students who may not be photographed or videotaped

### Sample Workflow

1. Identify the school when buses arrive, **collect their labeled box(es) of backpacks, zip lock baggie(s) of activity cards, and box(es) of take home student booklets.** Take them to the buses.
2. Confirm the school and check them off on your school list.
3. Ask them how many students are present. Check off the number if correct or write this number on your school list if it is different than what is printed.
4. If applicable, provide a zip lock baggie with red lanyards to a teacher. These will be labeled with the school name and are for teachers to distribute to students who may not be photographed or videotaped. Tell them students need to wear them the entire time at the expo. Please let them know the red lanyards will need to be returned before they leave CareerSpark. Volunteers will collect them at departure.
5. Put the box(es) of student booklets on the bus. They are not needed during the expo and are for use once they are back at school and/or at home.
6. After students disembark the bus, **hand them a drawstring backpack & activity card.**
7. **Communicate that they are expected to wear the backpack the entire time they are on site** and that no writing utensils are provided. They may write their names on activity cards when they get back to school.
8. Hand each teacher a drawstring backpack. **Communicate that we would like them to wear the backpack the entire time they are on site as well.**
9. Connect the group with a tour guide, who will lead them to their designated start zone.
10. Repeat for the next bus.