



Falcon Field Day

VOLUNTEER INSTRUCTIONS 2014

Friday, June 6th



First of all, THANK YOU so much for signing up to volunteer for the Sunset Field Day. Below is the basic summary of what you can expect on Field Day. You will also receive additional information during the morning introduction in the gym once all the volunteers have arrived.

1. **CHECK IN** by 8:30am in THE FRONT OFFICE: Then, proceed to the gym so you can find a station that you want to work. We will get started as close to 8:45 as possible when everyone has arrived. When entering the gym, each station will be labeled with directions, the needed equipment, and a station map location for set up. After all volunteers have found a station, I will give final directions/details (i.e. explanations of student Field Day cards, volunteer assignments, student instructions/roles, stations locations, timelines, emergency procedures, and other relevant information).
2. **RED MARKERS/PENS** will be provided for each station to fill in the bubbles on student's Field Day cards for each of the three challenge level he/she achieves. Students may participate at any station as often as they like (but they may only earn up to three bubble spaces). Students will try to earn the challenge level 3 (three bubble spaces). 'Student directions' are referenced on the front of this packet.
3. **Primary (k-2nd grades) and Intermediate (3-5th grades)** aged student activity cards will be different colors; Primary - Pink, and Intermediate - Blue. Not sure how many preschool students will show up but their cards will be Green (give them credit for trying). Students will have different challenge levels to achieve depending on primary or intermediate age. *see example student activity card in gym.
4. **IF YOU NEED A BREAK**, teachers/staff will be roaming the stations to relieve you as needed during Field Day.
5. **IMPROVISE AS YOU SEE FIT!** If the activity is not going smoothly, make changes as needed. Increasing or decreasing the difficulty of the station or rearranging the space, etc. Sometimes we won't know exactly how the station or challenge levels for that station will work until we get out there.
6. **STATION RANKING SHEET:** Please fill out the station-ranking sheet during and/or at the end of field day. Please list what worked well and what did not. If you made any changes that made the station better or thought of good ideas, list them as well. This information helps me improve our future field days.
7. **FIELD DAY STATIONS END at 11:15am.** A signal (horn/whistle/intercom) will be sounded at the end of Field Day and students need to find their teachers to head in. Your student assistants will help you take station equipment back to the gym and equipment room. There will be designated areas for equipment, pens, clipboards, stations paper materials, music stands, etc. After we have gathered all equipment and materials you are free to go.

Thanks again for your help with Field Day!

Sincerely,

Mr. Radtke
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