



Case for Community Day  
Friday, September 19, 2008  
Thwing Ballroom ~ 11:00a.m.

## Team Leader Information

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### Team Registration

Registration and check-in will be held in the Atrium at Thwing's Student Center. All volunteers will check-in and obtain their t-shirt. Additional release forms will be on site for anyone who did not fax their release form.

Lunch and a short program will be held in the ballroom and will begin at 11:00a.m. The kickoff event will be organized for volunteers to sit with other campus volunteers, enjoy a boxed lunch and listen to a short program with President Snyder and guest speakers. At the conclusion of the short program, a Case Community Day Team Ambassador will instruct your team when to depart for shuttle transportation to and from your site.

### What to do when you get to the project site:

- Call Case for Community Day Command Center (all contact numbers will be provided at team leader check in on Friday, September 19) to let us know your team has arrived at the volunteer site. Inform us if there are any Case volunteers you did not check off while on the shuttle bus. There is a chance some may have traveled to the site on his/her own.
- Introduce yourself as the Project Team Leader and ask for the person identified on your PTL contact sheet when you arrive at the volunteer site.
- Let the contact person know how many volunteers you have and the confirmed project/s/ you expect to assist with.
- The Contact person will direct and provide instruction to you and your volunteer team.
- Depending upon the amount of work, *it is not unusual* to finish your project early.
- Leave the work area neat and check in with contact when departing.
- Call the command center when your project is complete. We will send a shuttle bus to your location right away to bring you back to Thwing.
- Thank each of your volunteers when project is complete!
- Wait for a shuttle to pick up your team to bring you back to campus.

### What to do if the media arrives:

- Tactfully assert yourself as the Case contact person for your project.
- Refer to the "What is Case for Community Day" overview as a list of quick facts to share with the reporter.
- For additional media requests/interviews, feel free to advise media to contact Kimyette Finley at 216-368-0195 for any follow up.

### Emergencies:

- If anyone is injured, use common sense in treatment and seek professional medical help immediately. Contact the command center with any details as the situation deems necessary.
- If a security issue develops, contact security and police at 9-1-1 for immediate assistance.