



University
of Manitoba

Faculty of Science


Volunteering for
**Science
Rendezvous
2024**



umanitoba.ca/science/science-rendezvous



ScienceRendezvous@UManitoba.ca



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WHAT IS SCIENCE RENDEZVOUS?

Science Rendezvous is Canada's largest science and engineering festival, taking place in 300 locations nation-wide on the Saturday before Mother's Day each year. The first Science Rendezvous was in 2008, and the event has grown exponentially since. In 2019 (pre-covid) more than 220 000 people across the country participated in hands-on activities at Science Rendezvous events! The U of M also hosts two days of Discover Days, our school version of Science Rendezvous.

Science Rendezvous brings together university students, faculty, and staff with outside organizations and the public. Science Rendezvous is the university's largest public outreach event and involves several faculties. It is a fun filled event with interactive booths, activities, science shows and much, much more!

WHY VOLUNTEER FOR SCIENCE RENDEZVOUS?

Hundreds of volunteers return each year for Science Rendezvous, and for good reason, it is an amazing experience!

Science Rendezvous is the largest outreach event on campus and with hundreds of volunteers turning out each year to help with the event, it creates a great sense of community and belonging. Science Rendezvous is a way to make new friends, be part of something huge, and make a difference in the lives of thousands of people.

By volunteering for the event you'll have a chance to interact with other students, faculty, staff, and community organizations. With the wide variety of activities we have, you may find something in your field, or something completely new!

Science Rendezvous has historically been a Co-Curricular Credit approved activity, meaning that when you volunteered for 10 hours, you were eligible to have the experience on your official transcript.



MEET THE SR TEAM



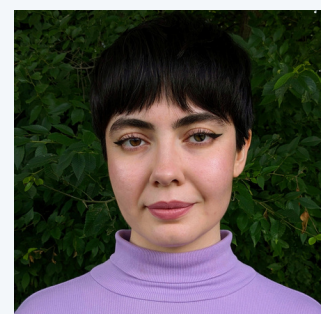
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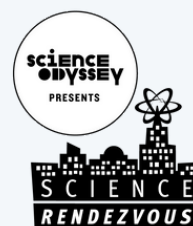
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Science Rendezvous
National Organization

Science Rendezvous is a student planned event (with the help of faculty and staff).

The student executive committee is in charge of planning, recruiting volunteers, arranging Discover Days as well as approving activities and booths.

Staff from the Faculty of Science's Dean's Office oversee the event and make sure you have everything you need. Together, the team arranges all the activities, venues, and logistics needed to pull off an event of this size.



WHAT TO EXPECT

Planning Science Rendezvous is a big job and sometimes that means timelines change, but we want to give you an idea of what to expect during your volunteer experience. Below is a rough timeline for Science Rendezvous in terms of volunteering: when sign up starts, when you can expect to hear your position and contact your team, as well as an idea of training dates.

PROCESS

Volunteer sign-up opens
Executive Team in place
Your position offer
General Event training
In contact with team
Prep work
Activity/Role Training
Discover Days
Science Rendezvous

TIMELINE

November
December
April - 1st/2nd week
April
April
April/1st week of May
End of April
May
May

Depending on your position, the time you are required to be on-site changes. Set-up starts around 7 or 8 am, and take down ends around 4 pm on Discover Days. For the public day, set up starts at 8 and take down ends around 6. Not all roles need you to show up that early or stay that late but we like to allow that time for anyone who needs it to set up. Your captain might tell you when you should be on campus and you are free to leave when everything is cleaned up after your activity.



WHICH ROLE IS RIGHT FOR YOU?

When considering how you would like to take part in Science Rendezvous, you need to take a lot of things into consideration.

- How much time can you commit to planning/preparing in advance?
- What is your availability during Science Rendezvous and Discover Days? Which days are you available, and what times?
- How comfortable are you talking to the public? Or talking in front of crowds?
- What are your interests? Are you part of a club that might already be taking part?

We try to find a role that is right for everyone, and where the needs of the position match the person's availability.





LONG TERM ROLES

Some roles for Science Rendezvous require a greater commitment of time and effort than others. These roles carry greater responsibility as they are helping to plan the event, create activities, or put on performances.

Roles such as event organizers start planning in December and meet several times a month leading up to the event. Time commitments vary depending on position. Make sure to consider your schedule before signing up for long term positions.

SHORT TERM ROLES

For those looking to help with the event but unable to commit a lot of time, our short term roles are perfect! Some of these roles only require you to be available on the day of and others require a bit of training or prep work. There is something for everyone!

When signing up, pay attention to the days each position is required. Some positions only exist during Discover Days and others are only on Saturday. There is a chance for you to take on multiple roles during Science Rendezvous. Make sure to indicate your availability when signing up for the best chance to get the positions you like.

LONG TERM ROLES



Department Representative - Staff/Faculty role

For each department or faculty contributing more than one thing to Science Rendezvous, one representative is needed as the point-person to communicate with event organizers. The department representative may help recruit activity captains and booth captains. They will be aware of all booths, activities, shows and tours from their department.



Event Organizer

If you would like to help with the overall event organization throughout January-May, please complete the sign-up form and ALSO EMAIL ScienceRendezvous@umanitoba.ca as soon as possible. We have several event organizing teams including: volunteer coordination, Discover Days, logistics, programming, fundraising and sponsorship, marketing and communication and outreach extension. Each team also has 2 leads which require more time.



Building Captain

Manager and point of contact for all concerns within one building. Must have previous Science Rendezvous experience. Priority is given to people who are available all day on all three days. A very limited number of people are required for this position.



LONG TERM ROLES Continued



Booth Captain

There are 50+ different interactive booths. Each booth has a captain that helps develop and organize the booth prior to the event, as well as run it on event days. Captains are responsible for leading the team of volunteers for your booth, including training (if needed) and arranging any prep and supplies needed. Captains can be faculty member or students at any level.



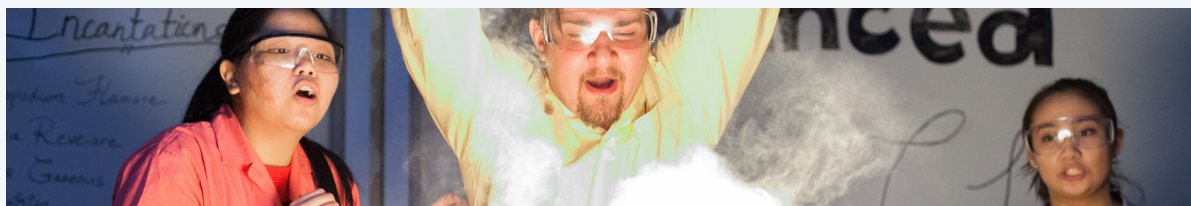
Activity Captain (Thursday and Friday only)

There are 20+ different, directed, hands-on activities. The activity lasts 30 minutes and is held in a dedicated classroom or space. These are run for one class of elementary students at a time (15–30 students) and are repeated 4 times on each Discover Day. Each activity has a captain that helps develop and organize the activity prior to the event as well as run it on event days. Responsible for leading the team of volunteers, activity captains should be faculty members, graduate students or higher year undergraduate students.



Show Team

We have a number of shows during the 3 days of Science Rendezvous. For safety reasons, most of the actors in the shows are upper level students in the individual faculties. Volunteers can be actors, or part of the backstage personelle. Show development and rehearsals happen throughout March and April.





SHORT TERM ROLES

Booth Volunteer

Help run a booth in your subject area of interest. Interact with kids and the public to enjoy and explain the concept behind your booth. Most volunteers are assigned as booth volunteers, and each person is assigned to a particular booth.

Activity Volunteer (Thursday and Friday only)

Help run a 30-minute activity in your subject area of interest for classes of elementary students. Activities only run during Discover Days (Thursday and Friday) so activity volunteers can either volunteer only for those days, or find another position for Saturday.

Set-up Volunteer

Help set up or move event materials, tables and areas in advance of the event. This could be on an evening prior to the event, or after the event has wrapped for the day in preparation for the next day. Materials could include way-finding signs, tables and balloons.

School Group Guide (Thursday and Friday only)

Guide a class of elementary students to their activities, staying with one group for their whole 3-hour visit. Must be energetic, reliable and responsible. Has mandatory training.



SHORT TERM ROLES Continued



Show Safety or Support Person

Our shows often need some help to run, and safety personelle are essential. If you have any safety training, specifically fire extinguisher training or spill training, and would be willing to act as a fire marshal during shows, this position could be for you.



VIP Tour Leader (Saturday only)

VIP Tour leaders should be graduate students who would like to bring a delegation of VIP visitors, including government representatives and university administration on a pre-organized tour of research facilities on Saturday morning.



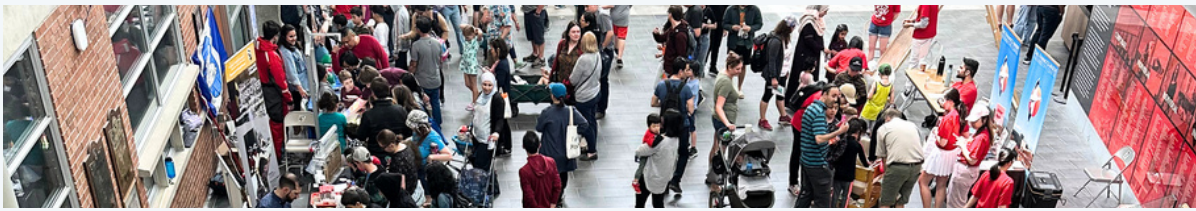
Surveyor (Saturday only)

Surveyors wander through crowds during the public day encouraging people to fill out an online survey to let us know their experience at the event.



Crowd Gatherer (Saturday only)

Crowd gatherer create hype in the crowd, advertise tours and shows. They father and lead groups of people to relevant areas. Must be outgoing and able to project a loud voice. Has mandatory training.



SHORT TERM ROLES **Continued**



Greeter - Roaming Info Person (Saturday only)

Roaming greeters help people throughout the public day by giving them information, directing them where to go, or letting them know where services are.



T-shirt seller (Saturday only)

Sell t-shirts to the public. Must be comfortable counting and tracking money.



Lost Child Station

Lost child stations are in each building during Discover Days and a central station on public day. Volunteers are trained in the procedures of what to do if there is a lost child and help reunite groups.



Sidewalk Mural Artist (Friday evening only)

Be part of the team that designs and creates a giant sidewalk mural. The sidewalk mural is created on Friday using sidewalk chalk. Meetings beforehand will plan a theme and construct some templates. Artistic experience is a plus, but not necessary.



SHORT TERM ROLES **Continued**



Information Person (Saturday Only)

Provide information to visitors, either stationed at an Info Booth or Ticket Booth. Must be outgoing. Has mandatory training.



Parking Usher/Traffic Control Person (Saturday only)

Direct cars, greet people and direct people to the event area. Also,



Floater

This position is perfect for people whose schedule doesn't cover an entire day, or all three days. You can come in and help when you can, and leave when you need to. Floaters have no set position and instead can be assigned to anywhere on campus where we need help when they arrive.



Take-down Volunteer

Help clean up after the event, take down tables and move equipment. Take down can happen after Discover Days and the public Science Rendezvous day.



SHORT TERM ROLES **Continued**



Photographer/Videographer (Saturday only)

Photograph the event as a wandering photographer or be stationed at the photo booth. Has mandatory training. If you are interested in this role, please indicate if you have your own equipment.



Show Usher

Regulate the flow of people into the science shows at set showtimes. Needs to have an authoritative presence and must be comfortable being assertive. Has mandatory training.



Food Runner

Distribute food to volunteers in each of the buildings and outdoor areas. Food runners make sure volunteers who are unable to leave their booths or stations are able to get food during the day.



Henna Artist (Saturday only)

New for this year, we'll be offering a booth with henna constellations. Perfect for those with experience with henna, astronomy, or artistic talent.

POSITION TIME REQUIREMENTS

Each position for Science Rendezvous is unique. The exact amount of time required, and when you are most needed will vary, but below is a chart that gives you an idea of when each position is available. Not all positions are available each day, but that means you can have a chance to try multiple things during Science Rendezvous!

Position	Prep	Thursday	Friday	Saturday
Long Term Roles				
Department Representative	✓	✓	✓	✓
Event Organizer	✓	✓	✓	✓
Building Captain	✓	✓	✓	✓
Booth Captain	✓	✓	✓	✓
Activity Captain	✓	✓	✓	
Show Team	✓	✓	✓	✓
Short Term Roles				
Booth Volunteer	✓	✓	✓	✓
Activity Volunteer	✓	✓	✓	
Setup Volunteer	✓	✓		✓
School Group Guide		✓	✓	
Show Safety Person	✓	✓	✓	✓
VIP Tour Leader	✓			✓
Surveyor				✓
Crowd Gatherer				✓
Roaming Info Person				✓
T-Shirt Seller	✓			✓
Lost Child Station	✓	✓	✓	✓
Sidewalk Mural Artist	✓		✓	
Info Person				✓
Parking Usher/Traffic Control				✓
Floater		✓	✓	✓
Take Down Volunteer			✓	✓
Photographer/Videographer				✓
Show Usher		✓	✓	✓
Food Runner		✓	✓	✓
Henna Artist	✓			✓



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**Thank
You!**



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