



The Discovery Center for Science and Technology

Information for schools and volunteers.....

What to expect on Family Science Night (FSN)

Volunteer Timeline

3:30 PM – Activities will arrive at event. Tables will be setup.

4:00 PM – Discovery Center setup volunteers arrive.

5:45 PM – School and FSN activity volunteers arrive. Volunteer orientation.

PLEASE BE PROMPT. We want to spend as much time as possible with you in training. Please feel free to wander about the activities and choose the one you would like to run. If you have questions about any activity, please see Discovery Center staff for assistance.

Volunteers will receive a lab coat.

PLEASE BE SURE TO RETURN LAB COAT AT END OF EVENT.

6:30 PM – Event begins for families

8:00 PM – Event ends for families, clean up begins

Volunteer setup procedure

1. Sign in with the volunteer coordinator at the entrance table and receive an activity table assignment. You are free to choose which activity you will work with.

On each table will be a box or boxes containing that table's activities

- The location of the box indicates where the activity should be setup.

Activity cards have been placed on top of the boxes.

- Setup the ACTIVITY CARDS. On the inside of these cards are setup and use instructions for each activity. You can refer to these instructions as needed.

- Set the materials out per the instructions. Place the empty activity box under the table.

- Some activities may contain two or more stations. Place stations on each side of the table.

During the event:

- Be available during the event to help students and parents with the activities at your station. If you need to leave or change to a different activity, please make sure your original activity is covered.

DO NOT LEAVE AN ACTIVITY UN-MONITORED

- Demo activity for younger children if they are having difficulties.

- Have lots of paper towels to wipe up around any activity involving water or other liquids.

- Try to keep the workstations as tidy as possible. Clean up paper trash as you go.

- Encourage students to clean up the area when finished.

2. At the end of the event:

- Clean your area and help return room to pre-event status.

- Pack all activity items into the proper box. Color-coding is used where possible and a contents list is included on the inside of the box lid. Place activity cards for that activity on top of the box.

- Boxes and cards will be picked up and packed into transport boxes.

Thank you so much for helping us make another successful

Family Science Night