**Fall Training Conference 2018**

# SAA Shifts

SAAs will be expected to work during...

* Registration & Sign-Ins\*
* Opening Session\*
* General Sessions
* Workshops
* Lunch / Dinner
* Campfire Skits
* Night Activities

\* These shifts are only available during Friday night and are reserved for Northern schools/clubs that are arriving early on Friday (before 8 PM).

## **SAA Shift Assignments**

Depending on what shift you have, you may be given additional duties:

* SAA Table
* Main Hall
* Cabin Patrol
* Independent Patrol
* Amphitheater

### SAA Table

* Note: The SAA Chair will be stationed at the SAA Table with you
* There will be a total of 2 volunteers assigned to this duty each shift (except during lunch/dinner and campfire skits).
* At the SAA Table, you will:
  + Assist Main Hall SAAs in their duties
  + Assist the SAA Chair with checking SAAs in and out of their shifts
  + Answer questions/direct attendees
  + Distribute/collect medical notes from attendees
  + Help with Lost & Found
  + Take over the SAA Table if the SAA Chair is not present
  + Serve as a back-up SAA to fill in for any SAAs that do not show up for their shift if needed

### Main Hall

* Main Hall SAAs will be stationed outside the main hall
* There will be a total of 2 volunteers assigned to this duty each shift.
* While on duty, you will:
  + Assist the SAA Chair when needed
  + Answer questions/direct attendees
  + Ensure attendees attend workshops and all other scheduled activities (unless excused by the SAA Chair and/or accompanied by a medical note)
  + Help to direct traffic if needed

### Cabin Patrol

* SAAs assigned to cabin patrol will be doing exactly that – patrolling the cabins! You will be told where to go before your shift.
* There will be a total of 4 volunteers assigned to this duty each shift. For shifts during lunch/dinner or night activities, there will be a total of 6 volunteers.
* While patrolling, you will:
  + Check cabins, making sure that members are only in there at appropriate times
  + Ensure guys and girls are not intermixing in cabins
  + Make sure attendees are following the schedule and are going to all programmed activities (unless excused by the SAA Chair and/or accompanied by a medical note)

### Independent Patrol

* SAAs assigned to independent patrol will be patrolling areas that are not covered by cabin patrol. This includes restrooms, amphitheater, around dining hall, basketball courts, etc.
* There will be a total of 2 volunteers assigned to this duty each shift (except during lunch/dinner).
* While patrolling, you will:
  + Assist Cabin Patrol SAAs when needed
  + Make sure attendees are following the schedule and are going to all programmed activities (unless excused by the SAA Chair and/or accompanied by a medical note)
  + Direct attendees (no one should be loitering)

### Amphitheater

* SAAs assigned to amphitheater will be overlooking attendees during campfire skits.
* There will be a total of 4 volunteers assigned to this duty during Campfire Skits.
* While on duty, you will:
  + Ensure that everyone arrives to the amphitheater safely
  + Direct traffic if needed
  + Guide members to where they need to go if they need to leave (restroom, main hall, etc.)
  + Make sure that campfire skits run smoothly and that attendees aren’t doing anything dangerous