



**The Universities**  
AT SHADY GROVE

# volunteer handbook

A guide for your time at Shady Grove.



# Welcome!

Thank you for joining us on this exciting intergenerational initiative between Empowering the Ages and the University of Maryland! Through this collaboration, you can look forward to engaging discussions, fresh perspectives, and the opportunity to inspire and be inspired. Your experience, insights, and guidance will help shape students' learning while fostering meaningful connections across generations. We are thrilled to have you join us in making a lasting impact—thank you for being part of this rewarding journey!

This guide contains important information to support your volunteering experience, including parking instructions, an overview of course content, and guides to the digital tools being used. Whether you are navigating campus logistics or familiarizing yourself with new platforms, we hope this resource will make your experience smoother and more enjoyable. We appreciate your time and dedication and look forward to a meaningful and rewarding collaboration!

## Key Contacts

### Program Coordinator:

### Accessibility Services:

### Campus Security:

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# Map of Campus



## Via Shady Grove Rd

- ↑ Turn left onto Gudelsky Way
- In 499 ft
- ↑ Turn left onto Gudelsky Dr
- In 381 ft
- ↑ Turn left to stay on Gudelsky Dr
- In 0.1 mi
- ↗ Turn right: Building 4 will be on the right

## Via Darnestown Rd

- ↗ Turn right onto Traville Gateway Dr
- In 0.2 mi
- Take the 3rd exit onto Gudelsky Dr
- In 295 ft
- ↑ Continue straight
- In 213 ft
- ↗ Building 4 will be on the right

# Parking Information

*This section explains the steps for displaying your parking voucher and redeeming a complimentary voucher after class using the parking machine.*

## **1. Parking Instructions:**

- a. Designated parking areas for participants are marked on the campus map.
- b. Ensure your parking voucher is displayed on your vehicle's dashboard.
- c. For additional parking information, contact [Parking Office Contact Information].

## **2. How to use complimentary parking voucher:**

- a. Obtain a complimentary parking voucher from the program coordinator after the class ends.
- b. Head to the parking machine
- c. Scan the parking receipt first
- d. Next, scan the QR code on the complimentary parking voucher
- e. If voucher redemption is successful, you should see "Thank you, ticket paid." on the parking machine screen



# Course Overview

*This section provides essential course details and outlines the program objective*

## 1. Course Details

- a. Course Name: \_\_\_\_\_
- b. Class Location: \_\_\_\_\_
- c. Professor : \_\_\_\_\_ Email: \_\_\_\_\_

## 2. Class Schedule:

- a. Days: \_\_\_\_\_
- b. Time: \_\_\_\_\_

This course is designed to help you build confidence in leading teams and projects. You'll learn how to set clear goals, inspire others, solve problems, and handle disagreements. We also cover the basics of planning team projects, which includes estimating costs, managing risks, scheduling work, assigning tasks, communicating effectively, and keeping track of progress.

In addition, the course shows you how to use new information and technology to work more efficiently and spark fresh, innovative ideas. The goal is to equip you with simple and practical strategies to make positive changes in your organization using modern tools.

# Course Overview

## Meeting Schedule

| Date  | Schedule  |
|-------|---|
| 9/11  | Introduction email with student bios etc/intro to project, asynchronous   |
| 9/18  | No Meeting: Final project groups determined and volunteers assigned to a team. ETA staff provide aging sensitivity training for students (stereotypes/biases, importance of strengths based approach and reciprocity/mutual benefit, Q&A) |
| 9/25  | No Meeting: Yom Kippur  |
| 10/2  | Meeting 1: Start of In Person Meetings<br><br>Introduction to project, team building with students. What to bring – your life experience and knowledge!   |
| 10/9  | Meeting 2: Brainstorming and team activity around project deliverables  |
| 10/16 | No Meeting: Student Independent Work  |
| 10/23 | Meeting 3: Team activity around project deliverables  |
| 10/30 | No Meeting: Students will work independently  |
| 11/6  | Meeting 4: Team activity around project deliverable   |
| 11/13 | No Meeting: Students will work independently  |
| 11/20 | Meeting 5: Team activity around project deliverable   |
| 11/27 | No meeting: Independent Work (Sometimes students travel for Thanksgiving)   |
| 12/4  | Meeting 6: Meet with volunteers to showcase presentation / prepare for final presentations  |
| 12/11 | Meeting 7: Team Presentations   |

# Digital Tool Guide

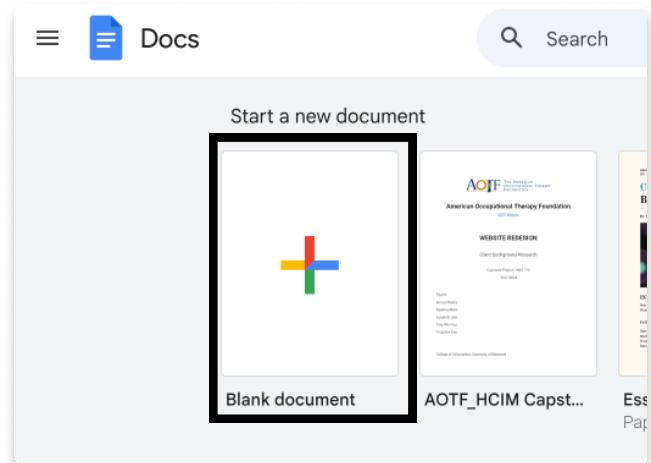
## Google Docs on Desktop

### To access Google Docs:

1. Open a web browser and type in "docs.google.com" at the address bar
2. Log in with your Google account.

### Creating a new document:

- Click the "blank document" option.
- Give your document a descriptive title.

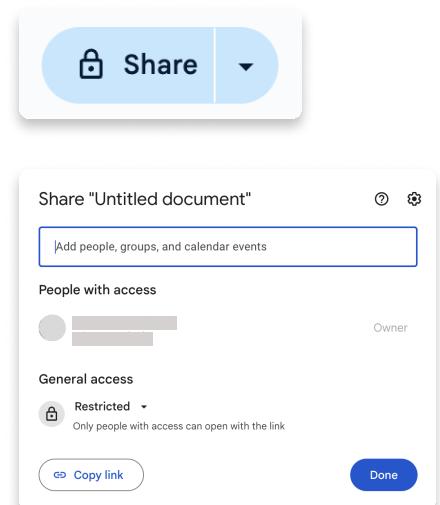


### Saving and accessing documents:

- Google Docs automatically saves your document as you type.
- To find your saved documents, go to your Google Drive by typing in "drive.google.com" at the address bar

### Sharing documents with others:

- Click on the "Share" button with a lock, on the top right hand corner of your screen
- Enter the email address of the person you want to share with in the "Add people, groups and calendar events".
- Choose the level of access (can view, can edit, etc.).

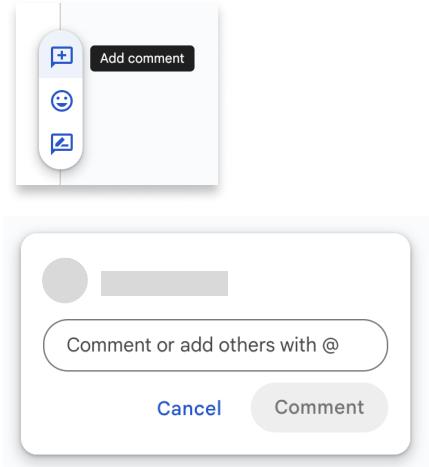


# Digital Tool Guide

## Google Docs on Desktop

### Commenting on a Shared Google Doc:

- **Highlight Text:** Click and drag your cursor across the text you would like to comment on.
- **Add comment:** Click on the comment icon that appears on the right side of the document
- **Type your comment:** Enter your feedback or question in the comment box
- **Post comment:** Click comment to post it



### Uploading Files to a Shared Google Drive Folder:

1. **Open Shared Folder:** Navigate to the shared folder in your Google Drive.
2. **Upload File:** Click New > File upload.
3. **Select File:** Choose the file from your computer and click Open

