

STATE CONVENTION COURTESY CORPS SPECIFIC DUTIES

Door Checkers: Your duties will be to check for complete official dress. Please make sure that the FFA jacket is zipped to the top. You will also be checking for registration buttons. Along with official dress we ask that you make sure that the doors are kept shut at all times when a session is going on and help maintain order in all convention sessions.

Assistants: As an assistant you need to be available at all times during your scheduled work hours to help out with a variety of different activities. You may be seating people, running errands, labeling chairs, ushering people, etc. Keep your eyes and ears open because you will need to be on the lookout for people who may have questions or need assistance. Make yourself available!

Ushers: You will need to have a working knowledge of the session hall layout as well as the seating charts. Your duty is to escort the respective individuals to their designated seats. You will assist with award winner and sponsors in finding their assigned seats. As ushers, it is also extremely important that you help maintain order at all times during, before, and after session in Hall D/C of the Exhibition Hall at the Alliant Energy Center. Flashlights will be provided to help you assist people to their seats.

State Hands: These people will be stationed behind the stage to assist the State Officer and State Staff in preparing the stage for various award and ceremonies. Your help is needed to move items on and off stage and keep things running smoothly. Reporting on time is highly important!

Registration: These courtesy Corps members are to be at the registration table to assist with whatever you can. You can help the whole registration process run smoothly and assist in handing out buttons and programs.

LifeWork Expo: You will be welcoming people to the LifeWork Expo and checking for convention buttons on all those attending the LifeWork Expo. Others may be assisting the door checkers, or carrying out other duties. You will assist exhibitors in setting up their booths. You may hauling boxes, unloading vehicles, etc. The exhibitors appreciate your assistance.

Ticket Takers: These individuals will be taking tickets at those meal functions that they have been assigned. No one is to be allowed into these functions without their ticket.

Flag Check In You will assist the State FFA Reporter, Caitlin Roberts, with checking in flags that FFA chapters bring to convention. We ask that you make sure each chapter flag is LABELED. If the chapter also brought a stand, we ask that you have the chapter label the stand. Have the chapters place their labeled flag outside of the news room. You will be stationed near the Registration Table in order to collect flags as they come in.

Workshop Assistants: Your duties are to assist the workshop managers and presenters. You may be asked to introduce the workshop presenters. Please hand out and collect the evaluations.

Surveyors: Your duties are to survey the convention attendees about various aspect of convention. Surveys forms will be provided at the Courtesy Corps Check In area and need to be returned there at the end of your assignment. Please make sure to fill out 15-20 evaluations forms per shift.

Tour/Spirit Stick Sign –Up: Your duties consist of assisting with the spirit stick sign-up sheets. You will need to sign up chapter members who participate in the tours at the State Convention. Sheets will be provided at the Courtesy Corps Checking-In Area. When you are done, turn in the sheets to the Courtesy Corps Center.

Greeters/Judge Greeters: Your duties include helping out those individuals in your designated area who need assistance for any reason. All greeters are responsible for greeting visitors and judges as well as directing them to various functions throughout the Exhibition Hall. Smile and say hello and most importantly thank them for their time!

Session Hall Clean-Up: Your duties including cleaning the main session hall, Hall D/C, after the sessions. You are to cover the whole exhibition hall to create a clean and organized environment for the next session.