

Rackham Helping-Hands



Rackham Helping-Hands is an opportunity for graduate and professional students to develop and engage in fun activities outside of their academic program by participating in events sponsored at Rackham. *Helping-Hands* volunteers assist with the behind-the-scenes *preparation* of a Rackham event and provide the necessary *staffing* during an event. Graduate students will find this to be a fun way to meet other students. *Helping-Hands* positions are open to professional and graduate level students and may include more than one representative from each graduate program. No one will be turned away! So become a Rackham *Helping Hand* volunteer today!

Questions? Contact:

Lynne Shivers, Program Manager

lshivers@umich.edu

(734) 647-2644

FAQ:

How much time is involved?

You tell us! If you are available for just two hours, we'll fit you in when it's best for your schedule. However, most Rackham events (with set up) may last between 2-4 hours.

How many events are you talking about each year?

There may be only 4-5 events for which we will actually need student volunteers.

How will I be contacted?

We send out an email asking for volunteers for a particular event. You respond if you're available. That's it! And you may volunteer for as many events as your schedule permits.

What kinds of events will the Helping-Hands be called upon to help with?

Some events will include the New Graduate Student Orientation, Multicultural Food Fest, Break-before-Break Food Fest and the Commencement reception.

What kinds of event preparation are you talking about?

We may need help with putting table cloths on the tables, folding/assembling programs, or running errands such as getting materials or supplies from the office.

What does staffing the event entail?

Greeting participants, helping to direct traffic (making sure everyone goes in the direction they're supposed to), passing out the program, handing out tickets, etc.

What do I have to wear?

Students will be asked to wear a Michigan or U-M department T-shirt and decent-looking Khaki pants or Khaki skirts.

Rackham Helping-Hands Information Sheet



☐ Yes, I would like to be a Rackham Helping-Hand volunteer!

☐ I can't do it this time, but please keep me on your list!

E-mail _____

First Name _____

Last Name _____

Graduate Program _____

What year are you in? _____

If you know your schedule for the upcoming academic term, when are you available (check all that apply)?

☐ Early mornings

☐ Mid-mornings

☐ Early-afternoon

☐ Late-afternoon

☐ Early evening

☐ Weekends

Three ways to send back:

1. Mail to:

Lynne Shivers
Rackham Graduate School
915 E. Washington Street
Ann Arbor, MI 48109-1070

2. By Fax

(734) 936-2848

3. E-mail to:

lshivers@umich.edu