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.
___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