

# Insect Fair Touch-a-Bug Volunteer Guidelines

## 1. Overview

This year, we tried to avoid any problems with unexpectedly longer volunteer shifts with this guideline, introduced the idea of an approximate time limit per visitor, and gave them an opportunity to submit their questions for the Questions & Answers panel on stage.

## 2. Volunteering Shift Structure

- Shift duration: 1 hour
- Volunteers per shift: 6–10, never less than 5!
- 1 designated Shift Leader (if no one volunteers, designated randomly by Veronica)
- Sign up using [this spreadsheet](#)
- All volunteers must provide a phone number for coordination

Location: same as last year: Riverside Main Library building, see green arrow below. That place is also known as “AC retreat”, so please sign up for a shift or several of them!!! :)



## 3. General Volunteer Expectations

- Keep interactions brief (we have to accommodate 1200 people in total!)
  - Ideal: 1–2 minutes per group
  - Maximum: ~3 minutes per group
  - If visitors keep asking questions over time, suggest submitting questions for the Questions & Answers panel, or request help from the Shift leader to avoid bottlenecks
- Make sure that visitors keep their hands above the table while handling insects
- Stay in contact with your Shift Leader and come on time for your shift
- Inform the Shift Leader if you are running late, need to leave early, or take a break

## 4. Shift Leader Responsibilities

- Shift Leaders play a key role in ensuring each shift runs smoothly!

- Arrive 5 minutes before your shift begins to receive instructions and updates from Veronica
- Confirm that all volunteers assigned to your shift are present; if someone is missing, contact them
- Adjust table assignments if needed (e.g., if someone leaves early or needs to step out for a bit)
- Support volunteers during the shift:
  - Assist with difficult questions/situations
  - When needed, direct visitors to the Q&A table for more detailed discussions

#### 5. Table-Specific Guidance

First Table: “What is an insect?” and Last Table: “Leftovers” :)

- Direct visitors to the Q&A panel question submission table

Thank you again for contributing your time and expertise to make this event successful! Let us all (including insects) survive this!!!