



Thank you for volunteering to help NVC make HaloVISTA 2016 a success! Without you, we wouldn't be able to provide a fun exciting experience for our community. Please read the following information for the goals and benefits of the event, as well as contact information, emergency procedures, media and position descriptions.

Goals

HaloVISTA is a community event that has several goals:

- To recruit and sign up new students
- To provide information to current and prospective students about our programs and services
- To promote NVC to the surrounding community and bring new visitors to our campus
- To foster positive relationships with our local community and San Antonio businesses.

Benefits

- We all benefit when both the internal and external communities have a positive experience on our campus.
 - Assisting our efforts to increase enrollment, we can create an environment that invites prospective students to apply to and enroll at NVC.
 - Fostering positive relationships with the community can lead to increased awareness, increased funding and increased enrollment.

Contact List

- Volunteer Coordinator: Gerona Nylander – 486-4131
- Event Coordinator: Lisa McDaniel – 486-4687
- You will receive an Event Coordinators Contact List on the day of the event.

Emergency Procedures

- Extra Alamo Colleges Police Department officers will be on campus during the event
- Call 911 for emergencies
- For non emergencies, call 485-0099.
- General First Aid Kits are available at the Information area in CCC.
- All Alamo Colleges policies should be followed

Hours

- HaloVISTA will be on Saturday, October 22, 2016. A rain date is scheduled for Saturday, October 29.
- Volunteers: Check-in time 3:00-4:00pm (you will be contacted if you have an earlier or later check-in time)
- Event: Begins at 5:00 pm, movie begins at dusk (approximately 7pm); event ends after the movie and fireworks (before 9:00pm)

Parking

- We request that volunteers park behind LOH and Palmetto in Lot 9 – Blue Flax.

Dealing with Media

- Any media requests should be sent to Renata Serafin at rserafin@alamo.edu or 486-4687.

Code of conduct

- We are trying to show off our beautiful our campus to our local community and to provide a positive experience for all visitors, with a focus on prospective students.
- All Alamo Colleges policies apply
- There is no alcohol, drugs or smoking allowed on campus.
- If you see a problem, please contact an Event Coordinator or the Alamo Colleges Police.

Breaks

- There will be a “Roaming Volunteer” assigned to give breaks on a regular basis.
- If you need a break before they have arrived, you can call one of the numbers on the Event Coordinators Contact List.

Refreshments for Volunteers

- There will be a volunteer area in CCC Lago Vista with Pizza, drinks and light refreshments for volunteers.
- It is suggested that you visit the area before you check in.
- Water will be delivered several times throughout the event to all volunteers.

Restrooms

- Please use and send all guests to the restrooms in CCC across from the haunted house.
- LOH will be open only during the trick or treating time, and will be closed when the movie begins.
- The other buildings on campus will remain locked.

Volunteer Responsibilities

- Individual Volunteers
 - You will be assigned to an area to help with activities, hand out candy and/or toys.
 - We will try to accommodate any requests to work in a specific area. In some case we will need to assign you to a different area.
 - You will be provided information before the event on how to perform the duties at your activity.
- Department Volunteers
 - Sponsor a specific area from a list provided, or send a proposal for an activity you would like to do for the event.
 - Proposals should be sent to the Event Coordinator, Lisa McDaniel, at lmcdaniel5@alamo.edu or 486-4687. If you require help with a

budget, please include that in your request. There is no guarantee that we can provide financial help.

- You will be provided information before the event on how to perform the duties at your activity.
- Help to set up that area and your table.
- Schedule departmental volunteers to help with the activity and to hand out information, candy, and/or toys (most are provided by NVC, except for the trick or treating area).
- Communicate your volunteer list with the Volunteer Coordinator, Gerona Nylander – 486-4131.