**Volunteer Email Request to Faculty**

# **OSEF 2023 Volunteers Needed**

It’s time once again for the Ozarks Science & Engineering Fair to request student volunteers to help set up, administer, and take down the Fair. Missouri State University faculty have always been the backbone of the Fair, and we’re hoping you will help us again this year by encouraging your students to sign up to volunteer.  Here’s what you need to know:

1. The Fair takes place March 28 – March 30, 2032, at Hammons Student Center (right next door to the Arena).
2. Volunteer time slots start as early as 9 AM and generally end by 9 PM on Tuesday, 6 PM on Wednesday, and 9 PM on Thursday.
3. Students will sign up as a Volunteer through the OSEF website, [https://mo-OSEF.zfairs.com](https://mo-osef.zfairs.com/) and follow these steps:
   1. Go to CREATE ACCOUNT and complete the information
   2. At the next window (Register as a?) – select VOLUNTEER
   3. Complete the information requested and then click submit.
   4. Once you are logged in, from the Home Page, follow the link provided to select the days and times you wish to volunteer

Please emphasize the following to your students:

* Time slots are set up in TWO HOUR increments. It’s okay if they need to come in a little late or leave a little early – they just need to sign up for the time slots that most closely meet their availability.
* They should ONLY sign up for the slots they **want** to work – we have had students sign up for every POSSIBLE time slot when they really only want to work a few of those hours.  This created a lot of confusion and other problems.
* If they sign up for a spot, they need to SHOW UP. We plan jobs and tasks based on how many students we expect to show up – please tell your students we will report anyone who signs up and then fails to appear to either their instructor OR their student organization, whichever is applicable.

Encourage your students to share this opportunity with their friends – in the past, we’ve been approved as a service hours opportunity, and we are also a great public affairs opportunity for students who want to acquire those hours as well.  We also accept volunteers from the community – they just need to be a minimum of 18 years old.

We will CLOSE the sign-up page as of midnight, Sunday, March 26th, so they need to sign up sooner rather than later – the later they sign up, the fewer time slots will be available.

Any questions you may have, please feel free to contact me.