1. If possible, get acquainted with the area where you are assigned to supervise. Locate convenient water fountains and restrooms, so that you can share that information with students and other event guests.

2. **Please remember:** Middle school staff is responsible for respectful student behavior. If a student’s behavior requires it, do not hesitate to pull that student out of the session and call your school’s lead representative for the day.

3. Monitor students in order that they remain focused, attentive and respectful.

4. Encourage students to fill out their worksheets or take notes.

5. At the end of each presentation begin to applaud as a way to encourage the students in thanking the presenters.

6. In case of emergency, dial 911 and then contact your school’s lead representative for the day.

7. Once the event is finished, please guide students to their busses.

8. After all of this is said, have fun and enjoy the campus adventure with the students.

**Identify important phone numbers for the day:**

School’s Lead Contact for the Day:
Name:
Phone #:

Other important contacts:
Name
Phone #

**Identify College Campus Lead Contact:**
Name:
Phone #: