



2016 Commencement Ceremonies

Volunteer Guidelines

<p><u>GRADUATE CEREMONY</u></p> <p>DATE: Wednesday, May 18, 2016</p> <p>LOCATION: Koessler Athletic Center</p> <p>TIME: 7:00PM</p> <p>Estimated Work Time: 5 hours (4:45 p.m. to 8:45 p.m.)</p>	<p><u>FLOATING HOLIDAY GUIDELINES</u></p> <p>In recognition of your volunteer service, a Floating Holiday equal to 5 hours will be granted for use prior to next year's commencement.</p> <p>(A light dinner will be provided for all volunteers)</p>
<p><u>UNDERGRADUATE CEREMONY</u></p> <p>DATE: Saturday, May 21, 2016</p> <p>LOCATION: Koessler Athletic Center</p> <p>TIMES: 10:00 a.m., 12:30 p.m., and 3:00 p.m.</p> <p>Estimated Work Time: 7.5 hrs. (8:30 a.m. to 5:00 p.m.)</p>	<p><u>FLOATING HOLIDAY GUIDELINES</u></p> <p>In recognition of your volunteer service, a Floating Holiday equal to 7.5 hours will be granted for use prior to next year's commencement.</p> <p>(A light lunch will be provided for all volunteers)</p>

2016 Commencement Ceremonies Volunteer Guidelines

All volunteers will be required to sign in at the designated volunteer table in the Patrick Lee Center upon arrival. The number of hours worked should be entered on the sign-in sheet, but should not be reflected on your timesheet during that pay period.

Use of any floating holiday hours should be coordinated with your supervisor prior to next year's graduation ceremony.

Students who volunteer to assist the marshals are not paid.

Please consider volunteering for one or both of our commencement dates:

Graduate Ceremony – Wednesday, May 18, 2016

7:00 pm in the Koessler Athletic Center

Undergraduate Ceremonies – Saturday, May 21, 2016

10:00 a.m., 12:30 p.m., and 3:00 p.m. in the Koessler Athletic Center

VOLUNTEER OPPORTUNITIES

- **Marshaling** - lead your assigned rows of graduates into the ceremony and onto the stage at designated time
- **Commencement Robe Dressers** - assisting students with putting on their robes
- **Seat Directors/Floaters** - directing students to their assigned seat in the robing area / willing to work in any location as requested
- **Greeters and Information Directors** - assist with directing guests and students to appropriate areas
- **Hospitality Areas** - assist between ceremonies near KAC
- **Shuttle Van Drivers**- must be approved by HR - drive shuttle vans to various points on campus
- **Commencement Volunteer Dinner and Lunch Room** - supervise area for any needs

To volunteer, please visit the Academic Affairs Community Page under the Commencement Tab (<https://my.canisius.edu/group/academic-affairs/commencement>) by **Friday, April 29th, 2016**. **Please use the online form to volunteer. This will enable us to schedule volunteers in an effective and efficient manner. Please note that you can make special requests in the comment box on the volunteer form.**

Please contact or email Kathy Peter at x 2121(peter@canisius.edu) or Lisa Fischer at x2120 (fischer7@canisius.edu) with any questions.

Volunteer meetings will be held prior to the commencement ceremonies:

- **Session One-Monday, May 16th-1:00pm-2:30pm**
- **Session Two-Tuesday, May 17th-10:30am-Noon**

Please plan on attending one of the sessions in the Student Center Regis North Room.

Canisius College commencement ceremonies are a memorable experience for our students. We hope you will be able to join us in creating these memories and celebrating the achievements of our Canisius students.

Your time and commitment to our campus community are greatly appreciated.