Advancement Event Protocol and Etiquette

*Expectations and Guidelines for Student Volunteers*

A volunteer must conduct themselves in a respectful and professional manner at all times.

**Code of conduct**

1. A volunteer should always be aware that they are representing the University of Idaho at all times and always act responsibly and respectfully.
2. Uphold the University of Idaho mission statement and values.
3. Be factual and professional in all our services.
4. Cell phone usage is discouraged at any University of Idaho events, unless necessary for event communication purposes or emergency situations.
5. A student volunteer is never permitted to consume alcohol at University of Idaho events regardless of age.
6. Arrive 5-10 minutes in advance of your requested arrival time.
7. If your role involves visiting with guests, do your best to circulate throughout the room.
8. Don’t huddle with fellow students, staff or volunteers.
9. Eat last, allow guests to serve themselves or be served before yourself.

**Event Attire Recommendations**

1. Follow dress code as defined for the specific event (what does invitation state).
2. If there is a question about level of dress, inquire with the event volunteer coordinator.
3. Avoid clothing that shows excessive skin, body piercings or tattoos.
4. As a rule of thumb – if you have to think twice, it is not appropriate.
5. Nametags shall be worn at all University of Idaho events and shall be on the right side.

**Ladies**

* 1. Student Organization polo shirt depending on level of event.
	2. Dress blouse or sweater.
	3. Business jacket depending on level of event.
	4. Dress slacks or khaki pants or skirts (please make sure these are dress slacks – no jeans).

**Gentlemen**

1. Student Organization polo shirt depending on level of event.
2. Collared shirt tucked in.
3. Jacket and tie depending on the level of event.
4. Dress slacks or khaki pants (please make sure these are dress slacks – no jeans).

**Suggested Conversation Starters when visiting with guests**

* Why you chose UI
* Your class year and why you chose your major
* Share information about any scholarships you have received and how they have impacted you
* Share information about classes that you are enjoying
* Where you’re from/grew up
* Share information about your family
* Extracurricular activities you are involved in (sports you play, hobbies you have, organizations you are part of)
* What you’d like to do after you graduate