



## **Cat Crew Volunteer Information**

Thank you for considering volunteering for the Cat Crew. Cat Crew members assist the 2,200 University Housing residents in moving their belongings into the residence halls and apartments. Serving on the Cat Crew is a great way to meet the newest residents of the Milledgeville and Georgia College community.

**Visit [www.gcsu.edu/housing](http://www.gcsu.edu/housing) to register yourself or your organization by August 1.**

### **Cat Crew Volunteer Policies**

For the safety of our residents all Cat Crew volunteers must abide by the following policies. Failure to do so may result in removal from campus.

1. Cat Crew volunteers must wear the official Cat Crew shirt (provided by University Housing) so students and parents easily distinguish a helpful volunteer from a potential thief. Organizations are encouraged to customize their shirts by adding their group name to ensure greater publicity for their organization. Groups may also use hats, buttons, stickers or other means of identifying their organization. Georgia College employee volunteers may choose to wear either a Cat Crew shirt or staff polo. GC employees should also wear their official GC name badge.
2. Due to the fast-paced nature of move in, at no time is it appropriate for a member of the Cat Crew to directly recruit. Organizations may distribute PRE-APPROVED informational brochures and handouts. These brochures may include meeting times, location, etc. Contact University Housing to have a brochure approved no later than August .
3. Organizations may distribute bottled water but food is not allowed due to health codes.
4. Organizations may provide their members a rest station utilizing tents, fans, etc. These stations may not be used as information tables or distribution points for items other than water and their location must be pre-arranged.
5. GC employees must have the approval of their supervisor prior to volunteering. GC employees do not need to claim annual leave for the time they are volunteering.
6. By volunteering, you acknowledge that have read the Volunteer Waiver and Liability Release which is available at <http://www.gcsu.edu/housing/cat-crew>

**Advertising**

In appreciation of your assistance, University Housing posts signs throughout the buildings recognizing the organizations participating in the Cat Crew.

**Suggestions for Volunteers**

We recommend volunteers wear work gloves and bring their own hand trucks. Volunteers needing special accommodations should contact the University Housing office for an alternate assignment that does not involve lifting or climbing stairs.

**Early Move In For Cat Crew Volunteers**

Students participating in Cat Crew may move in to their residence hall or apartment early on Wednesday, August 15 from 6 - 8 p.m. To take advantage of this opportunity, please check the appropriate box on the registration form.

**Registering a Group of Volunteers**

If you are volunteering as a part of a group, you are encouraged to register as an organization instead of individually. This will ensure your group members are assigned to the same location. If you are a leader of group of volunteers, please email a list of shirt sizes to [matthew.terry@gcsu.edu](mailto:matthew.terry@gcsu.edu) before August 1. It is the responsibility of the group leader to pick up shirts, distribute them among group members, and ensure that all volunteers receive a copy of this document.

**Deadlines and Communication**

Volunteers should register prior to August 1. Details regarding Cat Crew Orientation and volunteer assignments will be distributed via email in early August.

**University Housing Contact Information**

For questions or concerns, please contact Matthew Terry, University Housing Assistant Director of Marketing and Communications at [matthew.terry@gcsu.edu](mailto:matthew.terry@gcsu.edu) or 478-445-5160.

Thank you for your support of Georgia College and the Cat Crew!