

2025 SCC COMMENCEMENT VOLUNTEER ASSIGNMENTS & INSTRUCTIONS

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Refer to appropriate assignment page for a full description of your commencement volunteer assignment(s) or event contacts. Volunteers should familiarize themselves with their assignment/responsibilities by reviewing their assignment description(s) prior to the commencement ceremony scheduled on Thursday, June 5, 2025, 6pm at Fred Kelly Stadium in the City of Orange.

Volunteers must report to the volunteer check-in station a few minutes before their assignment start time to obtain a name badge, and receive any training or special instructions/equipment to complete their assignments (see map below). Please wear comfortable shoes along with your SCC gear, if available. Enter the venue off of E.Spring St, using the same entrance for graduates, guests, and faculty. Park at any of the three designated parking locations (see pg2).

A volunteer assignment **overview webinar** will be offered on **TUESDAY, JUNE 3, at 3:30pm** to address any questions related to assignments. The zoom invite will be sent to all registered volunteers.

If you have any other questions related to commencement, please contact the volunteer coordinator or commencement lead. Thank you!



COMMENCEMENT LEAD:

Tuyen Nguyen, nguyen_tuyen@sccollege.edu

VOLUNTEER COORDINATOR:

Pat Alvano, alvano_patricia@sccollege.edu

Parking and shuttle service is available for employees and guests**General Parking: (See Black Boxes on the map)**

Red Line: Shuttle to/from:

- Grijalva Park (368 N. Prospect St., Orange, CA 92866)

Blue Line: Shuttle to/from:

- Prospect Elementary (379 N. Virage St., Orange, CA 92869)
- Esplanade Elementary (381 N. Esplanade St., Orange, CA 92869)

Yellow Line: Shuttle for Stage Party

- ADA parking is available throughout the site



FORWARD PARTY (5 ppl): 9a-9pm (OUSD, Tuyen, Joseph, Gloria, Pat, Ambar)

As a member of this Forward Party, you will play a crucial role in preparing the commencement venue for a successful graduation ceremony. Your primary responsibilities will include setting up chairs, arranging tables, distributing water, blocking off reserved areas, and ensuring that all necessary equipment and supplies are in place prior to the event.

Responsibilities:

1. Assist with the physical set-up of chairs, ensuring they are arranged neatly and in accordance with the seating plan provided.
2. Place water bottles strategically throughout the venue, ensuring they are easily accessible to employees and graduates.
3. Arrange tables and other necessary equipment, such as podiums and signage, in designated areas according to the event layout.

PARKING ATTENDANT I - Reserved Parking Lot Monitor 2:30pm-5:30pm (OUSD 4 staff)

As a volunteer in this role, you will play a crucial part in ensuring a smooth and organized parking experience for these designated guests as they arrive at the stadium. Your primary responsibilities will include directing the Stage Party and individuals with special accommodations to designated parking areas, preventing unauthorized parking, and providing assistance as needed.

Responsibilities:

1. Welcome and greet stage party members and individuals with special accommodations as they arrive at the parking entrance (GREEN STAR), creating a friendly and welcoming atmosphere.
2. Monitor the parking area to prevent unauthorized vehicles from entering the designated VIP and special needs parking zones, and direct them to 2nd entrance or another parking area.
3. Provide clear and concise instructions to guests on the designated parking areas and directions and guidance to the stadium or shuttle.
4. Assist guests with special needs in finding suitable parking spots or alternative arrangements, demonstrating empathy and understanding.
5. Maintain a visible presence in the parking area, answering questions and addressing concerns raised by guests in a polite and professional manner.
6. Place PARKING FULL sign when parking lot is full.



PARKING ATTENDANT II - Off-Site Parking Lot Attendant 2:30pm-5:30pm (OUSD 4ppl)

As a member of this team, you will play a vital role in ensuring a smooth and organized parking experience for graduates and their guests at off-site parking areas. Your primary responsibility will be to provide assistance and information, including parking rules, shuttle times and routes, and directions to the stadium for those who prefer to walk.

Responsibilities:

1. Welcome and greet graduates and their guests as they arrive at off-site parking areas, creating a friendly and welcoming atmosphere.
2. Provide clear and concise instructions regarding parking rules, regulations, and designated parking areas to ensure compliance.
3. Inform guests about shuttle services, including shuttle times, routes, and pick-up/drop-off locations, to facilitate their transportation to and from the stadium.
4. Offer directions and guidance for those who prefer to walk to the stadium, providing clear and safe routes and estimated walking times.
5. Assist individuals with special needs, the elderly, or those requiring additional support, ensuring they have access to appropriate parking and transportation options.
6. Maintain a positive and professional attitude, remaining approachable and available to address any concerns or issues that may arise.
7. Use radio as needed for support from Safety Officer or Shuttle drivers.



PARKING ATTENDANT III - Golf Cart Shuttle Driver 2:30pm-8:30pm (4ppl)

As a shuttle driver, you will play a vital role in ensuring a smooth and convenient experience for guests attending the graduation ceremony. Your primary responsibility will be to shuttle guests from the parking areas, including the off-site and VIP parking areas, to the stadium or stage party area before, during and after the event.

1. Welcome guests with a warm and friendly demeanor as they arrive at the designated parking areas.
2. Safely operate a shuttle vehicle (golf cart), transporting guests from the parking areas to the stadium in a timely, safe, and efficient manner.
3. Ensure the comfort and safety of guests during transit, adhering to all traffic regulations and maintaining a smooth and steady driving pace.
4. Assist guests in embarking and disembarking from the shuttle vehicle, offering a helping hand to individuals with mobility challenges or special needs.
5. Answer questions and provide accurate information regarding the commencement proceedings, seating arrangements, and other relevant details.

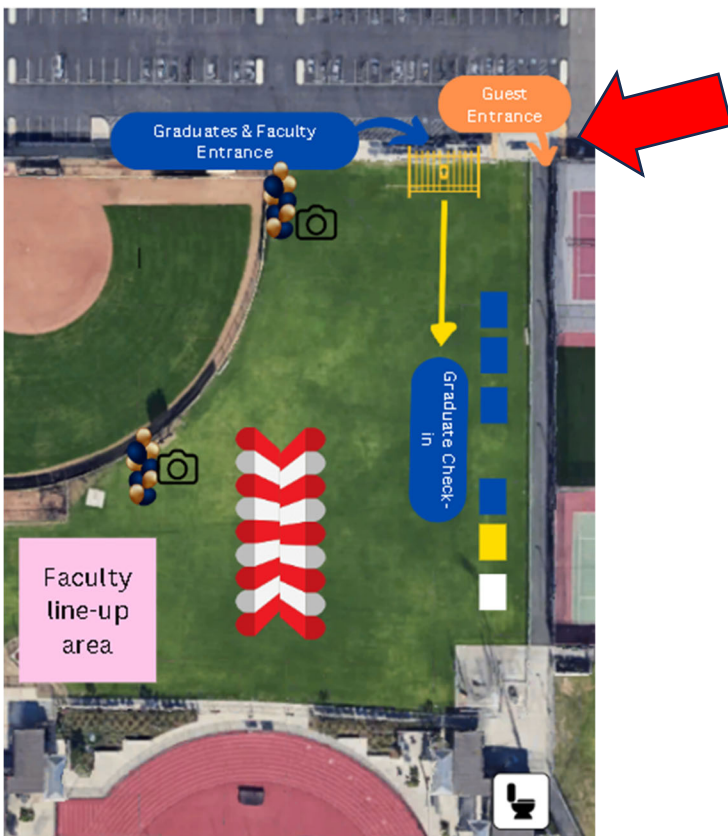


GREETER I: Main Entrance greeter 3:30pm-6pm (6ppl)

As a member of this team, you will play a crucial role in ensuring a smooth and organized arrival experience for graduates and their guests at main entrance. Your primary responsibility will be to provide guidance and direction, ensuring graduates are directed to the softball field to register, guests are directed to the stadium/seating area and faculty is directed to the softball field canopy waiting area to gather and line up.

Responsibilities:

1. Welcome and greet graduates and their guests as they arrive, creating a warm and inviting atmosphere.
2. Distribute programs and provide clear and concise instructions, directing graduates to the softball field towards the registration area, where they can check-in and receive their necessary materials.
3. Guide guests to the entrance of the stadium, ensuring they are aware of the designated sections and referring them to ushers who will assist them in finding their seats.
4. Answer questions and provide accurate information regarding the commencement proceedings, locations of registration and seating areas, and any other relevant details.
5. Maintain a calm and organized environment, ensuring a steady flow of graduates and guests through the entrance area.
6. Provide assistance and support to individuals with mobility challenges, the elderly, or those who require additional accommodations.

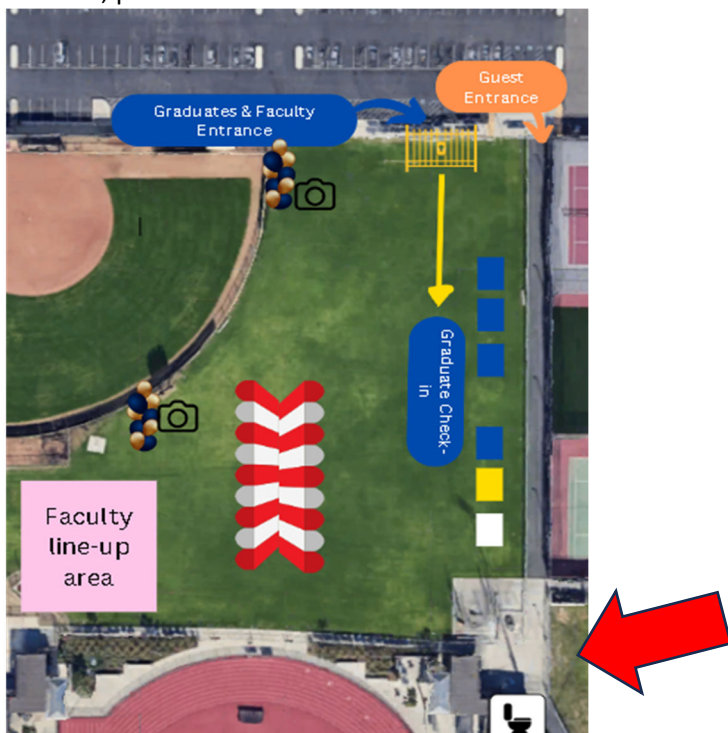


GREETER II: Stadium Entrance greeter 2:30-6:30pm (8ppl)

As the stadium entrance greeter, you will play a crucial role in creating a warm and inviting atmosphere for graduating students, their families, and other guests attending the ceremony. Your primary responsibility will be to greet and assist individuals upon their arrival at the stadium, distribute commencement programs, and provide a positive and memorable experience throughout the event.

Responsibilities:

1. Stand at the entrance of the stadium, and warmly welcome and greet graduating students, families, and guests as they arrive at the college commencement venue.
2. Provide clear directions and guidance from the parking to the entrance, seating areas, restrooms, stroller parking and other relevant facilities to ensure a smooth and comfortable experience for attendees.
3. Call for assistance to individuals with special needs or mobility challenges, ensuring they have access to appropriate accommodations.
4. Distribute event programs and any necessary materials to guests, providing brief explanations and answering questions about the schedule, speakers, and other relevant details.
5. Serve as a point of contact for guests, actively addressing inquiries and providing accurate information regarding the commencement proceedings, and ensuring prohibited items are not brought into the venue (e.g. Balloons, umbrellas, oversized signs, heels)
6. Monitor and manage the flow of guests entering and exiting the venue, ensuring compliance with security protocols and maintaining a safe environment for all attendees.
7. Guests should be wearing a bracelet/ticket. Bracelets are not required for children. If a guest forgot or lost bracelet, provide them with one.



GRAD CHECK-IN ASSISTANT - 2:30-5:30pm (20ppl)

As a volunteer in this role, you will play a vital part in ensuring a smooth and efficient check-in process for graduating students. Your primary responsibility will be to assist with the registration and verification of graduates as they arrive, helping to create a positive and memorable experience for them on this special day.

Responsibilities:

1. Welcome graduating students as they arrive at the designated check-in area, providing a friendly and supportive atmosphere.
2. Assist with the registration process by collecting necessary information from graduates, such as their names, student IDs, and any additional required details.
3. Verify the accuracy of the information provided by cross-checking it against pre-registered lists or databases.
4. Answer questions and provide clear instructions to graduates regarding the check-in process, the timing of the ceremony, and any other pertinent details.
5. Direct graduates to designated areas for assembly, and provide instructions for photo registration.
6. Assist with troubleshooting any issues or concerns that may arise during the check-in process, such as missing registrations, name discrepancies, or photo registration.
7. Demonstrate exceptional customer service skills, exhibiting patience, professionalism, and empathy while assisting graduates and addressing their needs.



GRAD WAITING AREA SUPPORT – on softball field 2-6pm (4 ppl)

As a member of this team, you will play a vital role in providing guidance and support to graduates in the waiting area, ensuring a smooth and memorable experience during the commencement ceremony. Your primary responsibilities will include assisting graduates with their regalia, facilitating photo registration, and organizing the lineup for the procession.

Responsibilities:

1. Welcome and greet graduates in the waiting area, creating a positive and celebratory atmosphere.
2. Assist graduates with the proper donning of their regalia, including gowns, caps, and any other required accessories.
3. Provide guidance and instructions to graduates regarding the correct placement of regalia and any specific dress code requirements (e.g. no heels, check custom caps).
4. Register graduates for professional photos, explaining the process and ensuring that all necessary information is accurately recorded.
5. Coordinate the lineup of graduates, organizing them according to their academic programs or any other designated order.
6. Communicate the procession procedures and timing to graduates, ensuring that they understand their assigned positions and the sequence of the procession.

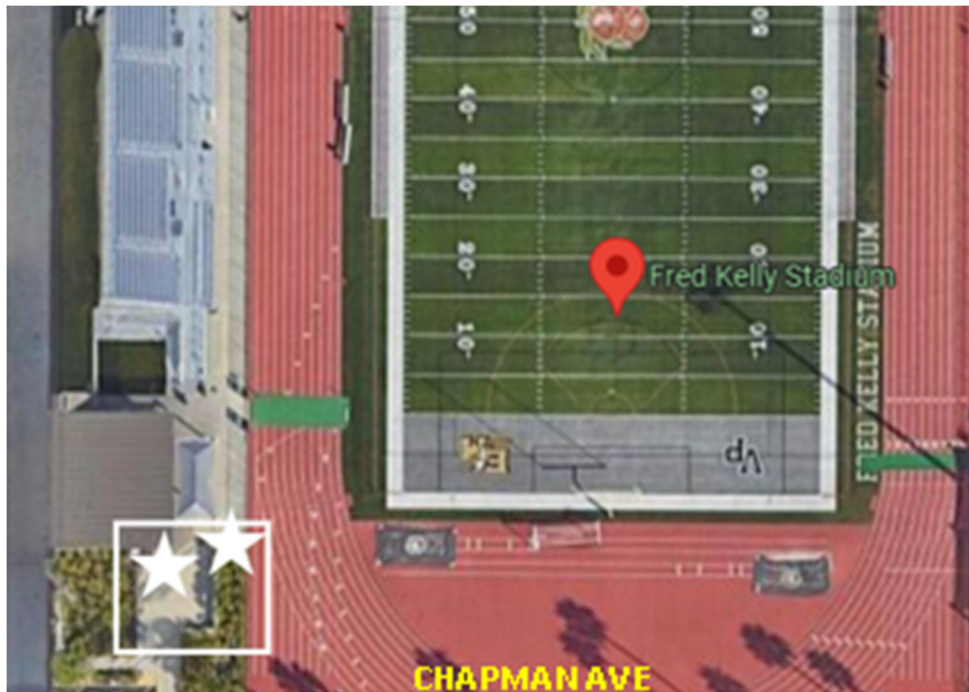


STAGE PARTY (VIP) WAITING AREA SUPPORT – 4-6pm & 6-8:30pm(to watch valuables) (2 ppl)

As a member of this team, you will have a dual role, assisting with the Stage Party reception and providing security for the locker room/reception area during the event. Your primary responsibilities will include helping Stage Party with their regalia, facilitating photo opportunities, coordinating the lineup for the procession, and ensuring the security of personal belongings during the event.

Responsibilities:

1. Welcome and greet the Stage Party Members attending the pre-commencement reception, ensuring a warm and inviting atmosphere.
2. Assist stage party members with the proper fitting and adjustment of their regalia, including gowns, caps, hoods, and any other required accessories.
3. Offer guidance and support to stage party members regarding the correct placement of regalia and any specific dress code requirements.
4. Coordinate and facilitate photo opportunities for stage party members, ensuring a smooth and efficient process while maintaining a friendly and professional demeanor.
5. Organize and manage the lineup of stage party members for the procession, following the designated order and providing clear instructions as needed.
6. Maintain a vigilant presence to deter theft or unauthorized access to personal belongings in the reception/locker room area.
7. Provide a helpful and courteous presence, offering assistance and addressing questions or concerns raised by stage party members.



FACULTY WAITING AREA SUPPORT - on softball field 4:30-6:30pm (4 ppl)

As a member of this team, you will play a vital role in providing guidance and support to faculty in the waiting area. Your primary responsibilities will include helping faculty with their regalia, facilitating photo opportunities, and coordinating the lineup for the procession.

Responsibilities:

1. Welcome and greet the faculty arriving to the waiting area, ensuring a warm and inviting atmosphere.
2. Assist faculty with the proper fitting and adjustment of their regalia, including gowns, caps, hoods, and any other required accessories.
3. Offer guidance and support to faculty regarding the correct placement of regalia and any specific dress code requirements.
4. Coordinate and facilitate photo opportunities for faculty, ensuring a smooth and efficient process while maintaining a friendly and professional demeanor.
5. Organize and manage the lineup of faculty for the procession, following the designated order and providing clear instructions as needed.
6. Provide a helpful and courteous presence, offering assistance and addressing questions or concerns raised by stage party members.



ADA ACCOMODATIONS ASSISTANT 4:30-8:30pm (2ppl)

As a member of this team, you will play a vital role in ensuring a welcoming and inclusive experience for guests who require special accommodations for seating. Your primary responsibility will be to serve as a point of contact, provide instructions, and guide guests to their designated ADA seating areas.

Responsibilities:

1. Welcome and greet guests of graduates who require special accommodation for seating, creating a warm and inclusive environment.
2. Serve as a point of contact for guests, providing clear and concise instructions on accessing ADA seating areas and addressing any questions or concerns.
3. Assist guests in locating and navigating to their designated ADA seating sections, ensuring a smooth and efficient process.
4. Offer guidance and support to guests with mobility challenges, ensuring they can safely and comfortably reach their seats.
5. Collaborate closely with event staff, ushers, and other volunteers to coordinate efforts and ensure a seamless experience for guests with special accommodations.

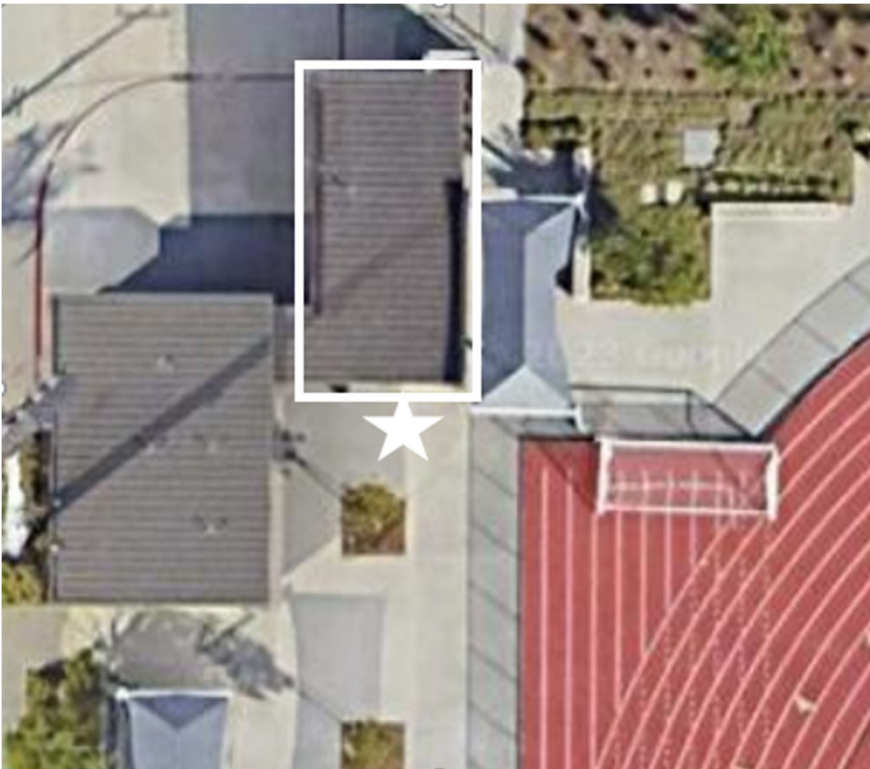


LACTATION ROOM MONITOR 3:30-8:30pm (2ppl)

In this role, you will play a crucial part in ensuring the privacy and comfort of individuals using the lactation room. Your primary responsibility will be to control access to the room, opening the door when someone needs it, and preventing entry when the room is in use.

Responsibilities:

1. Maintain a friendly and welcoming presence outside the lactation room, ensuring a safe and private environment for individuals using the facility.
2. Monitor the usage of the lactation room, promptly opening the door when someone needs access.
3. Politely inform individuals who arrive at the lactation room while it is in use that they must wait until it becomes available.
4. Ensure that only authorized individuals, such as lactating parents or designated caregivers, are granted access to the lactation room.
5. Respect and uphold the confidentiality and privacy of individuals using the lactation room, refraining from sharing any personal information or details.

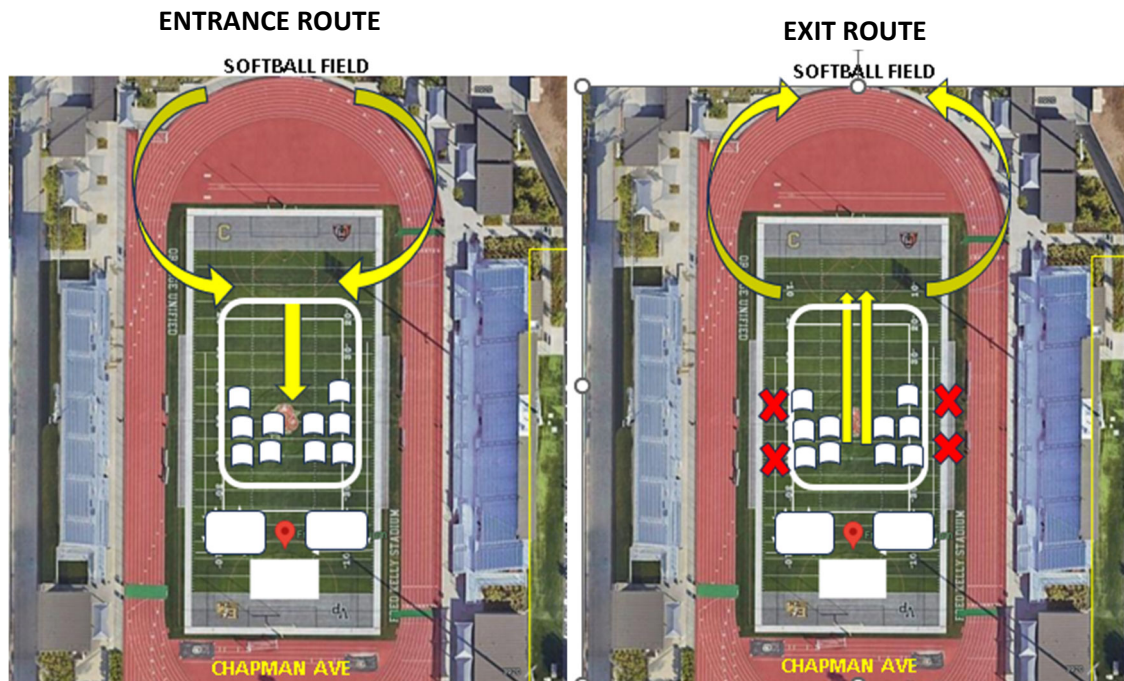


PROCESSION USHERS – Assist Enter/Exist Ceremony 4:30-8:30pm (6ppl)

As a member of this team, you will play a crucial role in ensuring a smooth and orderly procession AND exit for graduates and faculty. Your primary responsibility will be to assist graduates and faculty in lining up for the procession, walking in the correct order, and following the designated route to enter and exit the ceremony. Some employees will be designated to assist faculty disembarking the bus and ushering them to the procession line.

Responsibilities:

1. Welcome and greet graduates and faculty members, creating a supportive and organized atmosphere for the procession.
2. Provide clear and concise instructions on the lining-up process, ensuring graduates and faculty understand their designated positions in the procession.
3. Assist graduates and faculty in forming and maintaining their procession lines, ensuring proper spacing and order.
4. Coordinate with event staff and ushers to ensure a timely start to the procession and a smooth flow of participants.
5. Guide and direct graduates and faculty members along the designated route, ensuring they walk at an appropriate pace.
6. Demonstrate exceptional communication and leadership skills, ensuring that graduates and faculty members feel confident and supported during the procession.
7. Assist faculty disembarking the bus and ushering them to the procession line.

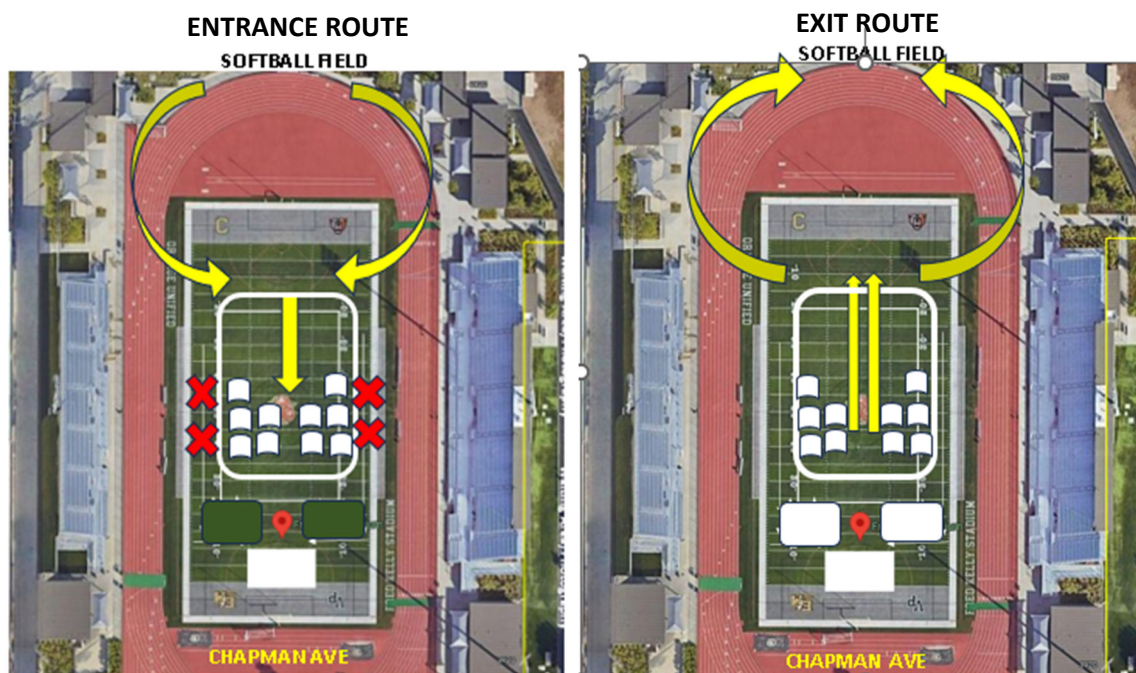


GRADUATE SEAT MONITOR/CHAIR COUNTER - Seated near grads 4:30-8:30pm (10ppl)

As a member of this team, you will play an essential role in assisting graduates in finding their seats during the procession and ensuring that the number of graduates in each row matches the number of seats available. You will be seated near/next to grads to guide them to their seats or out of their seat and monitor them during the ceremony. Seat monitors are also responsible for ensuring graduates exit in an orderly manner at the end of the ceremony. They are responsible for assisting graduates with seating at all times and in ensuring they exit in an orderly manner.

Responsibilities:

1. Welcome and greet graduates as they enter the seating area, creating a positive and organized atmosphere.
2. Provide clear instructions and guidance to graduates, helping them locate their assigned seats and exit in an orderly manner.
3. Assist graduates in finding their designated rows and seats, ensuring that they are seated correctly according to their assigned order.
4. Ensure that the number of graduates in each row matches the number of seats available, making adjustments as necessary to maintain a balanced distribution.
5. Communicate with event staff and organizers to understand the planned exit procedure and any specific instructions for graduates.
6. Guide and direct graduates row by row to begin lining up and exiting the commencement area, maintaining a calm and organized atmosphere.
7. Collaborate closely with event staff and security personnel to ensure a smooth and secure exit experience, addressing any unexpected issues or challenges that may arise.

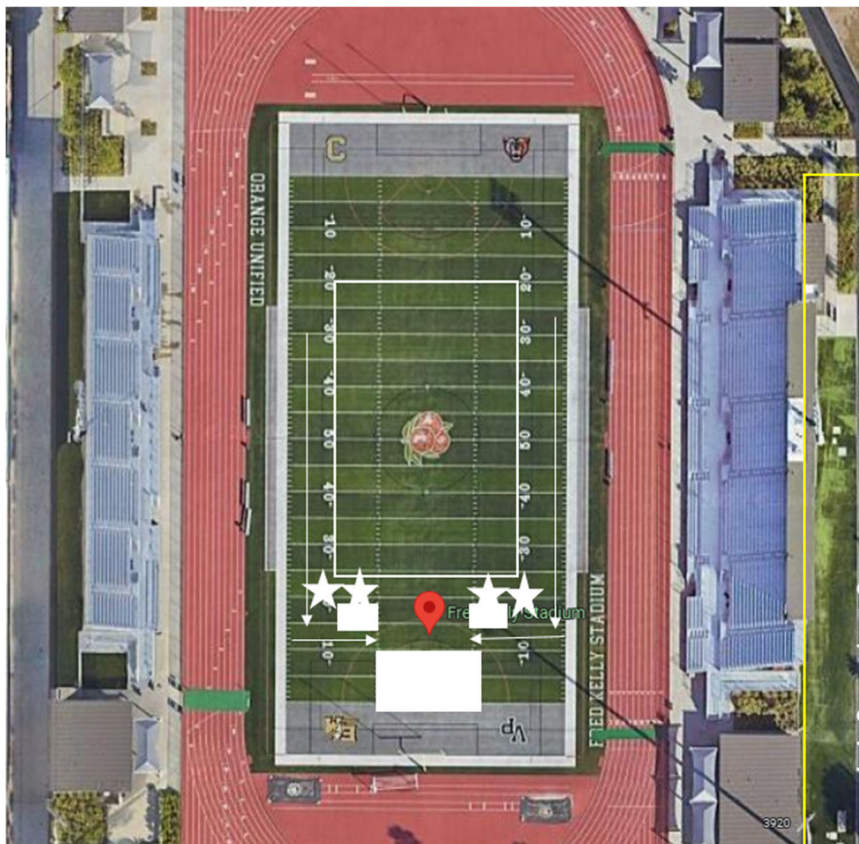


GRAD NAME READERS 4:30-8:30pm (4ppl)

As a member of this team, you will play a pivotal role in announcing the names of graduates as they receive their diplomas and capturing memorable photographs with the college president and chancellor. Your primary responsibility will be to ensure a smooth and engaging experience for each graduate, their families, and the college community.

Responsibilities:

1. Prior to commencement, welcome and greet graduates with a warm and enthusiastic demeanor, setting a positive tone for their diploma presentation and photography experience.
2. Collaborate closely with students and event staff and organizers to familiarize yourself with the correct pronunciation of each graduate's name, ensuring accurate and confident name readings.
3. Announce the names of graduates clearly and audibly as they proceed across the stage, using proper pronunciation and intonation to enhance the ceremonial atmosphere.
4. Maintain an organized and efficient flow of graduates, working closely with event staff to ensure graduates are properly lined up and ready for their turn.
5. Coordinate with the college president or designated personnel to facilitate the seamless transition between name reading and photography moments.
6. Remain attentive to timing and cues, ensuring smooth transitions between each graduate and maintaining the pace of the ceremony.

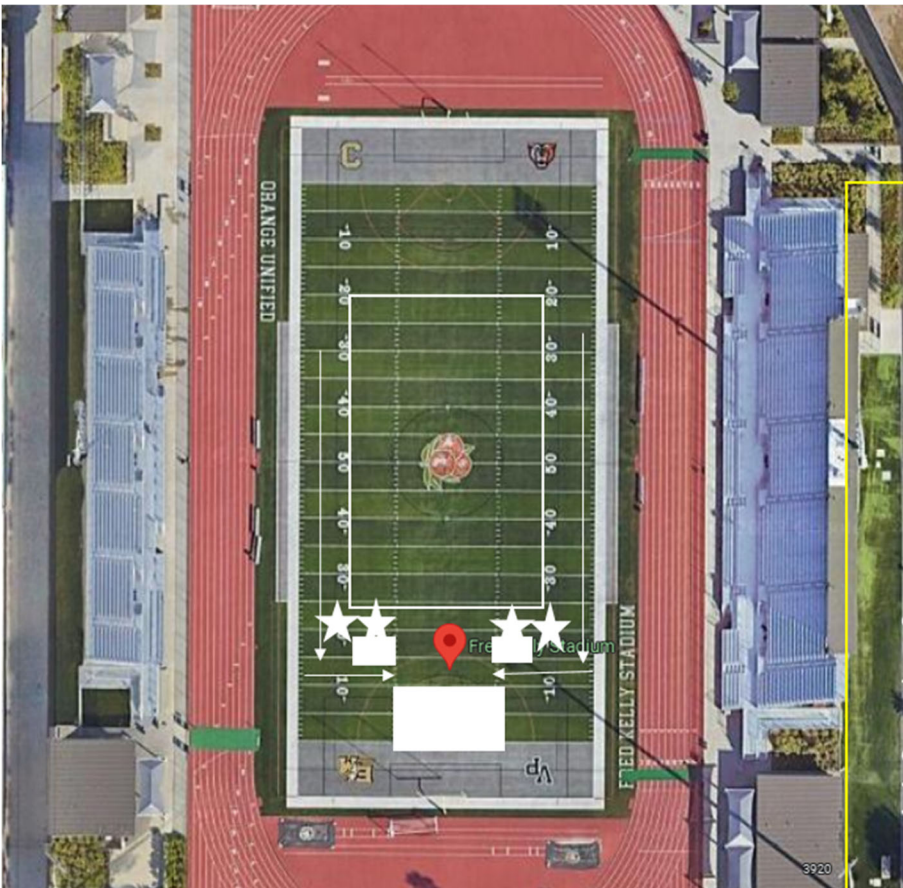


DIPLOMA CART ASSISTANT 6:30-8:30pm (4 ppl)

As a member of this team, you will play a vital role in the seamless distribution of diplomas to students as their names are called and ensure memorable photographs are taken with the college president and chancellor. Your primary responsibility will be to distribute the diplomas in an orderly fashion to facilitate a smooth and meaningful experience for each student.

Responsibilities:

1. Welcome and greet students and their families with a warm and supportive demeanor, creating a positive atmosphere for their diploma distribution and photography experience.
2. Collaborate closely with event staff and organizers to familiarize yourself with the proper procedures for diploma distribution, ensuring accurate and efficient delivery.
3. Assist in the organization and arrangement of diplomas, ensuring they are easily accessible and in the correct order for distribution.
4. Work closely with the individual announcing names to coordinate the timing of diploma presentations and photography moments.
5. Hand out diplomas to students as their names are called, using care and attention to detail to ensure each student receives the correct diploma.
6. Guide students in the proper positioning for photographs with the college president and chancellor.

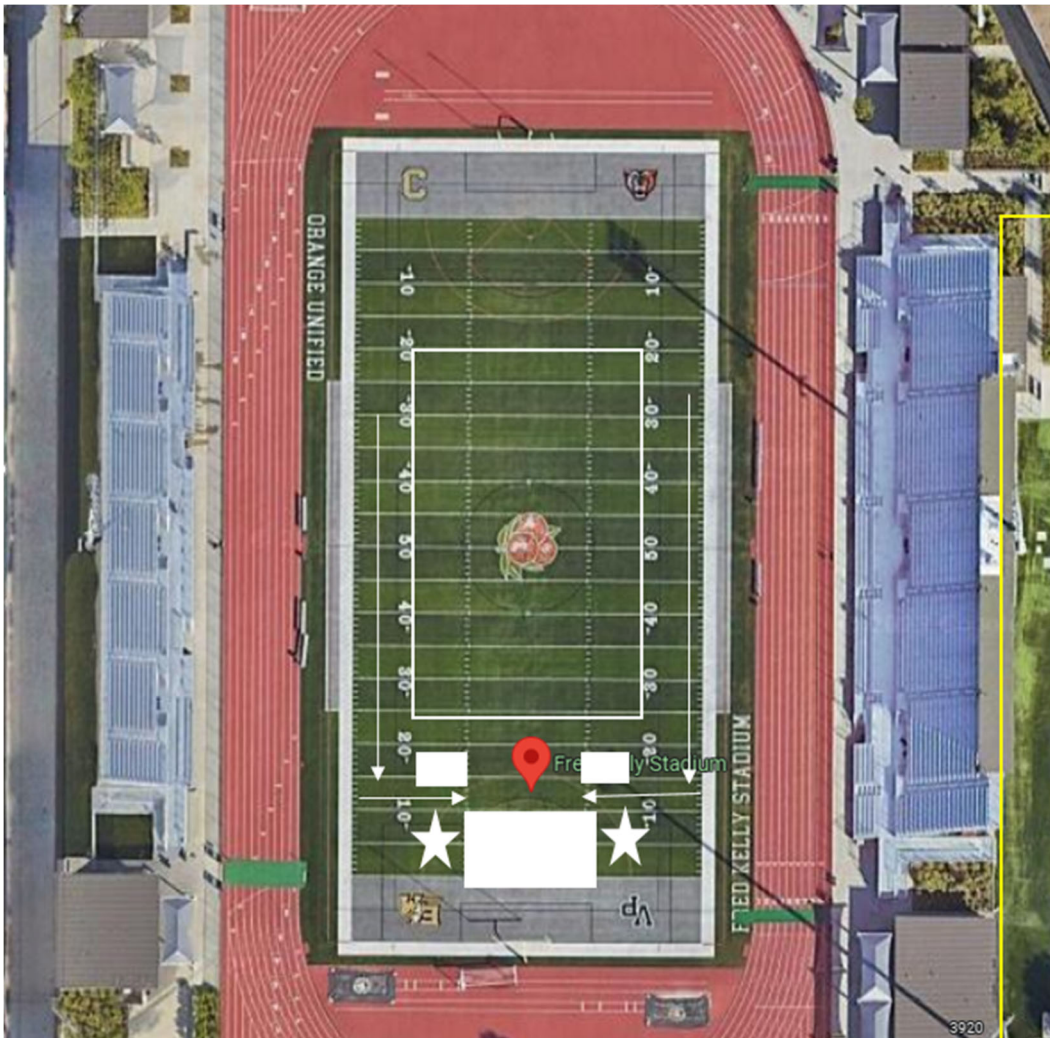


STAGE ASSISTANT 6:30-8:30pm (2ppl)

As a member of this team, you will play an important role in providing support to the stage party members during the commencement ceremony. Your primary responsibility will be to stand by and be ready to assist as needed, and provide help to individuals going up and down the stage.

Responsibilities:

1. Collaborate closely with stage personnel to understand their needs and assist with any tasks or requests during the commencement ceremony.
2. Stand by at designated areas on the stage, remaining attentive and prepared to provide assistance to stage party, or other participants.
3. Offer a helping hand to individuals going up or down the stage, ensuring their safety and providing support if needed.
4. Maintain a calm and professional demeanor, staying alert and responsive to any unforeseen circumstances or emergencies on the stage.



BREAK-DOWN ASSISTANT (During/After Ceremony) 6-8pm (8 ppl)

Remove Take Down Step & Repeats/ Banners

As a member of this team, you will play a vital role in assisting with the movement of photography backgrounds from one area to another during the commencement ceremony.

Responsibilities:

1. Collaborate closely with event staff and photographers to understand the specific locations and setups for photography backgrounds.
2. Assist in the disassembly and relocation of photography backgrounds from their initial positions to designated areas after the commencement ceremony.
3. Handle photography backgrounds with care, ensuring their proper transportation and storage during the move.
4. Work closely with event staff to coordinate the timing of background movement, ensuring a smooth transition between areas.
5. Help set up the photography backgrounds in the new designated areas, ensuring they are arranged correctly and ready for use by students.

Take Down External Banners and Collect A-Frames

As a member of this team, you will play a crucial role in the cleanup process by assisting with the removal of banners, collecting a-frames, and gathering other event equipment. Your primary responsibility will be to ensure a swift and efficient dismantling of decorations and equipment during the ceremony.

Responsibilities:

1. Collaborate closely with event staff and organizers to understand the specific locations of banners, a-frames, and other equipment that need to be removed.
2. Safely and carefully take down banners, ensuring that they are handled with care and folded neatly for storage.
3. Collect a-frames and other signage materials, disassembling them as necessary and placing them in designated storage areas.
4. Work together with the team to gather event equipment, such as tables, chairs, and audiovisual materials, ensuring they are properly stored or returned to their designated locations.
5. Maintain a clean and orderly work area throughout the removal process, disposing of any trash or debris appropriately.