



# Mentors and Volunteers Information Sheet

Assalamualaikum! We are so thrilled and excited to have you join us as a mentor or volunteer! As this is our first time hosting a hackathon we really need all hands on deck throughout the whole weekend. During your shift, or if you decide to help out longer, please keep an eye out on hackers and organizers to see what help and assistance may be needed.

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## Mentors Responsibility:

**Help hackers with their ideas by being a resource for those who may have questions about their projects.**

For mentors it is important that you stay near and around hackers even if they are not reaching out to you for questions. Please be an active mentor asking each group if they need help. **If hackers refuse help**, still take a look at their project ideas or game plan to make sure they are able to present something on Sunday to judges. Guide them on what tools or technologies they can use to develop their applications, remind them to create a final presentation slide deck, and to submit to devpost when they are finished!

- Hackers ideas must align with the following [themes](#).
- Hackers will be graded based on the following [rubric](#).

### **Main duties:**

- **Questions:** Answer questions and provide guidance for hackers
  - **Support:** Interact with hackers and provide suggestions/ideas
  - **Requirement:** Understand programming, technologies, product design, etc.
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# Volunteer Responsibilities:

**Come help with the operations! Volunteers are a huge helping hand and help make sure the hackathon runs smoothly.**

We will most likely direct you the day of for what duties you will be responsible for, or near the day of.

## **Main Duties:**

- **Set-up/Tear Down:** Set up and Clean up for Hackathon
- **Check In:** Check in Hackers and hand out supplies
- **Doors:** Security at the doors at all times, making sure no one is loitering outside.
- **Food:** We need to corral the food lines and make sure that all meal-times go smoothly.
- **Trash Clean Up:** Frequent Trash Pickup throughout the weekend, making sure rooms and hallways are clean at all times!
- **Workshop/Activities:** Monitor and assist during these events, actively reach out and see if any help is needed, be on standby for workshop assistance.
- **Other:** Lots of other assignments will come up day of

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## **FAQs:**

### **In what ways can we assist teams as a Mentor?**

- Answer any of the hackers technical questions
- Help them come up with project ideas
- Help them design projects and manage time

### **Can I attend workshops as a mentor or volunteer?**

You can attend any workshop if there is space AND it is not during one of your shifts.

### **If I have to leave my shift, who should I tell?**

Please tell an organizer!

### **What can I do during my breaks?**

You are free to do anything (go to workshops, talk with hackers, etc.)

### **Are we allowed to stay on longer than our shift?**

Yes, you can stay as long as you like!

### **How do we know what our volunteer/mentor assignment/task is?**

You will be told what your assignment is when you check in. For mentors: watch over and check in on hackers throughout your shift. Volunteer: ask organizers what help might be needed or if you notice anything needing assistance take the lead!