

THE BIG EVENT

Your Official Guide

We are so grateful for you and your willingness to serve, and look forward to seeing the impact we can all have when we come together to say thank you to the residents of Bryan/College Station!

OUR MISSION

"Through service-oriented activities, The Big Event promotes campus and community unity as students come together for one day to express their gratitude for the support from the surrounding community."

UPHOLDING THE STANDARD OF TEXAS A&M AND THE BIG EVENT

In addition to the standards outlined in the online signup liability agreement, please review the additional procedures listed in this document and in the Jobsite Leader Training prior to the day-of. Please note that we expect you to maintain all standards outlined for all those at your designated job site for the entirety of the service event on March 26, 2022. As a Jobsite Leader, you are responsible for ensuring this happens.

THE BIG EVENT HEADQUARTERS

On the day of the Big Event, the Big Event Headquarters will be your point of contact for any questions or concerns that you have! Our phone number is 979 845 9618. We recommend that you enter this number into your contacts as "Big Event HQ", then share that contact with your group. Some examples of when you should call Headquarters include:

- if you arrive at the jobsite and the resident isn't present
- if you for some reason feel unsafe at your jobsite
- if there are not enough tools to complete the job successfully
- if not enough people from your group show up and you need additional help

If you find yourself in an emergency situation, please call 911. If you sustain any personal injuries, please ensure the safety of yourself and of those around you and then call our Headquarters phone line so that we can connect you with the support you need. We are here to encourage and support you on March 26th, and are so grateful that you're serving with us!

PHONE NUMBER: 979 845 9618

LOCATION: Lot 61

The Day-Of

March 26, 2022 | What to Expect and How to Prepare

PREPARATION

The jobsite information of the resident you will be serving will be sent to the Jobsite Leader. This will include their address, phone number, a short bio of that resident, and the barcode you need for Student Check-in. This information will likely be received the Friday before the day-of. Prior to March 26th, the Jobsite Leader should call your jobsite. Let the resident know that students will arrive between 10 and 11 am on March 26th, and that you will be completing service for a maximum of 4 hours that day. Introduce yourself and let them know that you and your organization or group is excited to serve them! If they don't answer, leaving a message is fine!

NOTE: Last year, there was no student check-in, Kickoff Ceremony, or tool distribution (it occurred the weeks leading up to The Big Event) due to Covid, so students went straight to their assigned job site. THIS IS NO LONGER THE CASE - WE ARE BACK TO NORMAL! Students MUST check-in on the day of in order to receive their tools the morning-of, and you cannot go serve your resident without tools.

ARRIVAL AND STUDENT CHECK-IN | 8:00 am

Student Check-in will occur outside in Kyle Field Zone Plaza near the tunnel that goes under Wellborn. It will be a long row of tables under a tent, and will begin just before 8am. Jobsite Leaders are responsible for checking their group in - the rest of the group should not go to Student Check-in to avoid any congestion or confusion in the area. Upon completion of the Jobsite Leader training, Jobsite Leaders will receive an email that includes a barcode that distinguishes your specific job site. We recommend that you print a paper copy of this email in case there's any technological or network issues that prevent you from being able to pull up the email on your phone. When you get in line for student check-in, make sure to have this paper and/or the email pulled up on your phone ready for the barcode to be scanned. Once we scan this barcode, you will be given a slip of paper that directs you to which line you will be standing in to receive your tools over at Tool Distribution later on, which will be in Lot 61. You are now checked in to serve at The Big Event 2022!

NOTE: All participants HAVE to stay with their Jobsite Leader. Student volunteers cannot go to any jobsite that they are not assigned to. They must stay with their Jobsite Leader and stay in the group that they were assigned to.

KICKOFF CEREMONY | 9:00 am

The Kickoff Ceremony will commence at 9:00am on the Day-of, March 26th. The Kickoff Ceremony is one of the things that makes The Big Event so special as we all come together to celebrate before breaking off and going to serve all of our separate jobsites! There will be vendors throughout Kyle Field Zone Plaza giving away different foods and treats, and the Aggie Wranglers will be doing a performance around 8:30! We will have the Texas A&M President, the Student Body President, and the Vice President of Student Affairs give short speeches before our keynote speaker, Coach Jimbo Fisher, gives a speech to pump us up and kick off the day! We will end the ceremony with a Fightin' Texas Aggie Yell Practice, with our 2021-2022 Yell Leaders. We are so excited to see you on the day of!

TOOL DISTRIBUTION | 9:15 am

After the Kickoff Ceremony concludes, student volunteers will walk through the Wellborn underpass to Lot 61 to pick up their tools. Refer to the paper slip with your job number on it that you received after Student Check-in to determine which Tool Distribution line to get into. (If you're in a group, only a few of you need to get in line). When you get to the front of the tool line, please have your job number readily available for our staff to look you up in our system! As soon as you receive your tools, you are free to go to your assigned resident's house and serve them!

NOTE: You may be notified via email prior to the day-of about "Heavy Tool Pick Up", with specific instructions on where to park. This will make it easier for you to get larger tools directly into your truck rather than carrying them.



SERVING AT YOUR JOBSITE

When you arrive at your jobsite, the resident will be there to tell you what to do. Introduce yourself and start a conversation with them - they are so excited to see you! One of the best parts about this event is that we get to connect with the Bryan/College Station community who makes this place our home!

- If the resident is NOT there, call The Big Event Headquarters immediately.
- Residents may offer you food or drinks, and you are more than welcome to accept. Residents are *not at all required or expected* to provide lunch or refreshments to volunteers. If someone in your group has a severe food allergy, you may want to contact the jobsite ahead of time to avoid any potential health issues in case the resident does provide food.
- Students are NOT allowed to use any power tools (anything operated by battery, motor, electricity, etc - this includes things like vacuums or drills) or use any ladder above 6 ft.
- If anyone in your group needs to leave early, they must make sure the Jobsite Leader is aware, and ensure that at least 2 students are left working at the jobsite.
- Tools MUST be returned right when you are finished serving - do NOT go out to eat with your group or hang out before bringing them back. We cannot leave until we have all of The Big Event tools back.
- *If anyone serving at your job site feels uncomfortable for ANY reason, please leave the jobsite immediately and call The Big Event Headquarters.*

AFTER YOU SERVE & TOOL BRING-BACK

After you have completed serving at your resident's house, double check that you have ALL of The Big Event tools that you came with before you leave. One person (or one car) from your group needs to return to campus and enter Lot 61 for Tool Bring-Back. Please do not have multiple cars for the same job site, we want all tools in ONE car. We will have staff directing and controlling traffic flow to ensure safety and efficiency. Please be patient if the lines are long - we are moving as fast as we can! Once you get to the front of the line, have your jobsite number ready to show our staff. Do NOT get out of your car. Instead, direct our staff to where the tools are located and we will take care of it for you! Once all the tools are returned our staff will direct you out of the lot.



Safety Procedures

March 26, 2022 | Medical Emergencies & COVID

EMERGENCY MEDICAL PROCEDURE

If a student leaves the jobsite for a medical emergency, Jobsite Leaders need to stay at the jobsite. However, please have another student accompany the injured party.

Minor Injury:

If a student incurs a minor injury, such as a small cut or strain, a fellow participant should

- Call Headquarters (979) 845-9618 and report the injury to the Big Event
- You may be instructed to go to Brazos Valley Urgent Care and Big Event will meet you there

Major Injury:

If a student incurs a major injury, fellow participant should

- Call 911
- Call Headquarters (979) 845-9618 and report the injury to the Big Event
- Follow the directions of medical professionals

The Big Event purchases special event supplemental health insurance policies for every registered participant of the day of service (March 26, 2022). All activities of the day of service occur at jobsites and at the Tool Bringback/Headquarters location (Lot 61).

If you do call us about this, we'll likely instruct you to transport the student to the Brazos Valley Urgent Care; they are aware of this and they have a partnership with us. In the case of a major injury that requires 911, you will likely be transported to Baylor Scott and White or St. Josephs. A Big Event executive team member or advisor will arrive at either hospital in this case.

COVID GUIDELINES

We are adhering to any COVID protocols deemed necessary by Texas A&M University.

We ask that in the spirit of serving others, all student volunteers bring a mask in their pocket with them in the case that the resident would prefer for students to wear masks. Remember that this day of service is about saying thank you to others, and you will be in their space, so please make them comfortable!

FAQ

Student Frequently Asked Questions

When is the Big Event?

This year the Big Event will happen on Saturday, March 26, 2022.

When should we arrive on campus on the day-of?

Student check-in will begin at 8:00 am on the morning of March 26.

Where is student-check in on the morning of The Big Event?

Student check-in is in Zone Plaza outside of Kyle Field close to the Wellborn underpass. It will begin at 8:00 am. Job Site Leaders are required to check their group in on the day-of in order to receive their tools and other critical information.

How long will a job last on the day of?

A job can last up to 4 hours on the day of the Big Event, March 26, 2022. You will arrive to your jobsite between 10:00 am and 11:00 am. Residents are aware of this, but if they for some reason ask you to stay past this timeframe you may tell them that you need to leave.

I, or one of the volunteers in my group, needs special accommodations. What do we do?

You can make note of this on the sign-up form when signing up! You may also email us at tberecruitment@aggienetwork.com with any questions or concerns regarding this.

Can family members or Blinn students participate in the Big Event?

Only current students with a valid Texas A&M University - College Station UIN who have also completed The Big Event sign up process are allowed to participate. Therefore, no family, friends, Blinn students, or anyone else who has not completed The Big Event sign up process is permitted to participate in The Big Event.

What are my responsibilities if I'm told that I'm a Job Site Leader?

Jobsite leaders are responsible for completing the Jobsite Leader training which will be sent to them prior to the week of The Big Event. Upon completion of this training, they will be sent the details of their job (including jobsite contact information). *This email will include the barcode that they will need to check-in at Student Check-in on the day-of.* Completing the Jobsite Leader training is the ONLY way to receive your jobsite information and is absolutely mandatory!

What is Student Check-In on the day-of, and how does it work?

The Jobsite Leader will be the only one to go to Student Check-in and will check in on behalf of their entire group. They will need to have the email with the barcode assigned to their respective job printed out and/or pulled up on their phone for the people working Student Check-in to scan. Once your group is checked in, the Jobsite Leader will then be given a slip of paper indicating which line they will need to go to for Tool Distribution. Tool Distribution occurs in Lot 61 after the Kickoff Ceremony.

How does Tool Distribution work? Is it the same as last year?

NO, it is not the same as last year - we are back to operations as normal! Tool Distribution will occur all at once the morning-of in Lot 61 after the Kickoff Ceremony. You will need the slip you received after checking in at Student Check-in to receive your tools and in order to know which tool line you will need to be waiting in. Only a few people (or one, depending on the size of your group) from each group should stand in line and get all the tools for your job site. After you receive your tools, you are free to go serve your jobsite!

What if the jobsite contact is not present when participants arrive at the jobsite?

If participants arrive and the jobsite's contact person is not there, call The Big Event Headquarters to report the situation; no service can occur if the resident is not there.

What if the resident asks us to stay for more than 4 hours?

Residents have been informed that jobs can last no longer than 4 hours, so your group should feel free to leave the jobsite after the 4 hour limit is reached. Please inform the resident the time your group will be leaving (four hours after arrival) so they can plan which tasks need to be done first.

What if there is rain/inclement weather?

In case of rain or inclement weather on the day of The Big Event, students are to check the Big Event website (bigevent.tamu.edu) to see if an announcement has been posted. The jobs that can be completed will be, and those jobs that are unable to be performed will be canceled. The Big Event will not be made up and participants are not required to complete their jobs at a later date.

What if members of my organization need to leave the job site early?

If members need to leave the jobsite early, make sure they inform their Job Site Leaders and that at least 2 students are left working at the jobsite. When the job is completed, students are still expected to return the tools to The Big Event Headquarters.

What if they offer us food or drinks?

Residents are NOT required to provide food or drinks, but some like to. If so, please be weary of any dietary restrictions members of your group may have. If anyone has severe food allergies, we recommend calling your jobsite ahead of time. Other than that, feel free to enjoy!

Can we use power tools or get on the roof?

Under no circumstances are students allowed to use power tools on the day of The Big Event. This includes:

- Lawnmowers
- Weedeaters
- Chainsaws
- Vacuums
- Drills
- Etc

Students are also not allowed to be on the roof of a building for any reason whatsoever or use a ladder over 6 ft for any task. If a resident asks that you perform a job that requires the use of a power tool or getting on a roof, kindly inform them that due to insurance constraints The Big Event does not allow the use of any power tools, completing tasks on the roof of a building, or using a ladder over 6 ft. Residents are already aware of these things! In the instance that they don't comply, call The Big Event Headquarters.

What if the resident asks us to complete a task that is not listed in the job description?

You are not required to do anything that is not listed in the job description. If you would like to complete the task, that is up to your group. If you feel uncomfortable with the situation, call The Big Event Headquarters.

What if participants feel unsafe at a jobsite?

If you feel unsafe at the jobsite, individuals at the jobsite, or any other factor, please leave the job site *immediately* and call the Big Event Headquarters: 979 845 9618. Your safety is always our top priority.

What if I am experiencing a problem I don't know how to solve on the day-of?

Call The Big Event Headquarters (979 845 9618) or look for someone in a Big Event polo if you're on campus.

