

Admissions College Fairs Volunteers FAQs:

Q.: Why does the Office of Admissions sometimes need volunteers for college fair staffing, but other times not?

A.: When the Office of Admissions receives an invitation to attend a college fair and decides it is an important fair to attend but are unable to do so, we reach out to alumni volunteers to attend on behalf of the University.

Q.: How do I know what college fairs need volunteer assistance in my area?

A.: In most cases an email will be sent to alumni residing locally to the fair providing the name, address, day, date, and time of the fair. You may always go to the [college fair volunteers](#) page, select college fairs and the link to the list, use the dropdown menu to select your state, and access a list of fairs that way.

Q.: Who do I contact if I need more information about volunteering to staff a college fair?

A.: Please contact the program manager and college fair coordinator, [Suzanne Dianetti](#), with any questions.

Q.: What happens after I say yes and volunteer for a fair?

A.: After you complete the volunteer form, the Offices of Admissions will RSVP for the event and pay any applicable attendance fee. Completing the form is important as it provides shipping information so the shipping of materials can be arranged at that time. An RSVP from the University signals a commitment to attend that event. Every possible effort should be made to meet that commitment.

Q.: What do I bring to the college fair?

A.: A box of materials will be shipped FedEx 2-day to arrive at the address you've provided roughly two weeks prior to the fair date. Please open the box and familiarize yourself with the contents. Bring the box to the fair and set up the table provided in the way of your choosing. We estimate the number of attendees and do our best to provide the quantity of materials necessary. Many of the fairs provide water and snacks to participants.

Q.: How do I dress for the event?

A.: You will be attending an event as a representative of the University of Rochester and should dress in a way that reflects that role. If the invitation suggests otherwise, you may follow that suggestion, but please dress neatly.

Q.: Are there things I should know before the fair? How will I know how to answer questions when I meet interested students and their families?

A.: You are not expected to know answers to all the questions students and their families may have at a college fair. The materials will guide you, which is why it's important to open the box and familiarize yourself with the contents when they arrive. We strongly suggest that you visit the Admissions webpage to learn about what our current focus is, to view the on-and off-campus videos we've produced, and to take the virtual campus and dormitory tours. Encourage students to visit our website and to complete a prospect card which will trigger additional mailings to the student.

Q.: Who should I direct students to if they have specific questions I cannot answer?

A.: For students/parents very interested, and with specific questions, Office of Admissions business cards are included in the box of materials. Our contact information is also located on each of the materials sent to you. If they have academic department-specific questions, advise those students to contact the academic department directly via the department page on the website.

Q.: What are my responsibilities at the conclusion of the fair?

A.: A pre-paid/addressed FedEx label will be included in the box of materials. We ask that you place any remaining materials, including completed prospect cards and the table banner into the box and drop it at a FedEx facility of your choosing.

Q.: What is the "fact sheet" and how do I find it?

A.: The fact sheet is a quick summary of admissions information including such things as cost of tuition, diversity of class, academic statistics, etc. The fact sheet is a very popular item, and will be provided in your box of materials. Additionally, our [fact sheet](#) can be viewed on the Admissions webpage.

Q.: How do I change my contact information? How do I sign up as a UR Involved volunteer? Is there another way I can volunteer if my schedule prohibits me from volunteering for college fairs?

A.: Update your current contact information and/or sign up to be a UR Involved volunteer [here](#). If volunteering to staff college fairs won't work for you, consider volunteering as an interviewer. The [Interviewer Application Form](#) can be found here with additional details about how it works! If you have additional questions about being an interview volunteer, you may contact [Beth Luke](#).