



April Study Trip Volunteer Information

Parking: Enter the Indianapolis Motor Speedway (IMS) off 16th Street through Gate #2. From Gate #2 take a left as you approach the security hut and follow Hulman Boulevard around the curve. Please have your parking pass visible as IMS personnel will be there to assist you on where to park.

- **PLEASE NOTE:** There will be additional events happening at IMS, so it is extremely important to have your parking pass visible, so IMS personnel know where to direct you.

Check-in: Please check-in at the Volunteer Location located on the ground floor of the IMS Media Center at 8:15 am. You will receive your volunteer shirt, pin, and assignments here.

Attire: Please wear jeans or black bottoms. Your volunteer shirt will be provided at check-in. If you have already volunteered at an Education Program event this year, please wear your shirt.

- Friendly reminder to dress in layers! You will be outside for the whole day and the track is always 10-15 degrees cooler than everywhere else. Wear comfortable shoes since you will be walking a lot.
- Since you will be walking it may be helpful to have a backpack or drawstring bag to hold your water, jackets, or anything else you may need throughout the day.

Lunch: Box lunches will be provided. If you have certain dietary restrictions, please plan to bring your own lunch and snacks.

If you have any questions, please do not hesitate to reach out. Thank you again for being a 500 Festival Volunteer!

500 Festival Volunteer Program Team – volunteer@500festival.com

Below is additional information regarding station leader volunteers.



Station Leader Information

After check-in:

- After any announcements have been made, make your way to your station, and begin setting up.
- Read through the station lesson and make sure to note important points.
- Work with other volunteers at that station to decide how to present the lesson.
- Ask questions – we want you to feel comfortable and we're here to help!

Radios:

- Radios will be on Channel 1 – whatever you say on the radio, everyone else will hear you.
 - Use Channel 2 for one-on-one conversations.
- Please make sure the button is clear from being pushed by any article of clothing – we want to make sure the radio channel is clear for all communications.
- Please talk clearly and concise – communication can easily be muffled by external factors such as wind or people talking.
- Please state your name and the individual you need (or 500 Festival Staff), once they respond, then please state your question. Ex: Your Name to 500 Festival Staff.

When students arrive:

- When groups arrive at your station, welcome them, and introduce yourself and the station.
- **Speak loudly, clearly, and slowly. Please use the speaker that you are provided.**
- **Make sure to keep students moving. Please stick with the assigned schedule.**
 - School Guides will give a time warning at 5 mins, 1 minute & time is up. If you do not see the warnings and the time is up, please end it where you are as gracefully as possible.
- Each station has different lengths.
 - **15-minute Stations:**
 - Driver Equipment, Flags, IMS History & Traditions, Science of an IndyCar, Many Careers of IndyCar, Medical Safety, Photo, Numbers of the 500, Health & Nutrition and Timing & Scoring
 - **25-minute Stations:**
 - Need for Speed, Yard of Bricks Experience and Hall of Fame Museum
- Some times may be adjusted, please look at your station schedule for full details.
- Lunch will be delivered to you. Feel free to take turns for lunch breaks or partake during a break in your station's schedule.

After the last school on your stations schedule leaves:

- Please return your radio, speaker, and binder to the volunteer check-in; you are free to go.