Volunteer Orientation Guide

Welcome, Volunteers!

Thank you so much for volunteering and for supporting Lynn University in hosting the third and final presidential debate. We are very grateful for your assistance and appreciate the time, effort and energy that you are generously donating toward this historic event. Included in this packet is general knowledge about Lynn University and key pieces of information that you will need to know for volunteering at this event.

Serving as host to the final presidential debate is an incredible honor and opportunity for Lynn University to experience not only our nation’s democracy in action, but also to use our university resources in completely different and creative ways, and provide exposure of our university to a worldwide audience. Approximately 450 volunteers will be necessary to host an event of this magnitude.

Volunteers will be divided into teams, and each team will be assigned a team leader. Team leaders will be responsible for organizing the teams and assigning tasks. The university must take an “all hands on deck” approach, which means that students, faculty, staff, alumni and community members must put away their previous identities and be different people to support the many roles required to host this event. Volunteers play a pivotal role and are critical to the success of the debate.
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General Guidelines
In order to ensure our goal of providing the best possible environment during the debate period, volunteers should adhere to the following guidelines:

- Be regular and punctual in your attendance.
- If you are unable to work or need to leave, please notify your team leader so that s/he can make alternate arrangements.
- Check in with your team leader at the beginning and end of your shift.
- When in doubt, ask your team leader for guidance.
- Put forth your best effort to complete all your assigned duties.
- Cooperate with your co-workers in a spirit of teamwork.
- Promote a professional image by maintaining a neat and appropriate appearance (clean & combed hair, clean & pressed clothing, no extremes in hair styles & make up, no excessive jewelry).
- Do not talk politics.
- Do not pretend to know answers. If you do not know the answer to the question, tell the guest that you will try to find out.
- Respond to direct questions with direct answers.
- Take all tasks seriously, even the small ones.
- Most importantly, smile and show your Lynn Pride!

About Lynn University
Founded in 1962, Lynn University is an emerging higher education institution preparing to celebrate its 50th anniversary, and hosting the third and final presidential debate is the perfect way to show the world what Lynn is all about. As the youngest school to ever host a modern presidential debate, this provides an excellent opportunity to celebrate our story while making our mark in the larger world.

We like to think of ourselves as representing what the world is coming to. We are highly international and globalized in our approach to education with more than 80 nations and nearly all 50 states represented on our campus. We’re taking center stage in the worldwide conversation that is globalization.

History
- 1962: Founded as Marymount College
- 1974: Name changed to College of Boca Raton
- 1991: Name changed to Lynn University.

Current
- LU is an independent, co-ed, residential university
- Current President: Kevin M. Ross. He is our 5th president and assumed the role on July 1, 2006.
- Campus size: 123 acres
- Student Enrollment: 2,010 students hailing from 44 states and 84 countries
- Student to Faculty Ratio: 16 to 1
- We’re international: Since 2006, U.S. News and World Report has consistently ranked Lynn for its high concentration of international students (currently ranked 4th in the U.S.).
Contacts

- Facilities & IT Debate Hotline: 561-288-7000 (or 7000 from any university phone)
- Main university phone: 561-237-7000
- Campus Safety & Security: 561-237-7226 (or 7226 from any university phone)
- Address: 3601 N. Military Trail, Boca Raton, FL 33431
- Web site: www.lynn.edu / debate2012.lynn.edu

Academics

- Accredited by SACS (Southern Association of Colleges & Schools)
- Lynn’s core curriculum, the Dialogues of Learning, was praised in one of the nation’s leading higher education trade publications, Insider Higher Ed. Read the article, “Ramping Up Rigor.”
- Divisions:
  - School of Aeronautics
  - College of Business and Management
  - College of International Communication
  - College of Liberal Education
  - Conservatory of Music
  - College of Education

Athletics

- Nickname: Fighting Knights
- Mascot: Big LU
- School colors: blue and white
- Sports teams have brought home 19 national titles and 28 Sunshine State Conference titles.
- Sports
  - Baseball
  - Men’s & Women’s Basketball
  - Women’s Cross Country
  - Men’s & Women’s Golf
  - Men’s & Women’s Soccer
  - Softball
  - Women’s Swimming
  - Men’s and Women’s Tennis
  - Volleyball

About the Oct. 22 Presidential Debate

In just a few weeks the attention of the entire world will be focused on Lynn University as we take center stage as host of the third and final presidential debate on Monday, Oct. 22 in the Keith C. and Elaine Johnson Wold Performing Arts Center. The days leading up to our big moment in the spotlight will be an exciting time. And you’ll have the opportunity to soak it all in, get involved and be part of this once-in-a-lifetime experience.
Quick Facts

- Lynn is the youngest school to host a modern presidential debate.
- This is the third and most influential of the presidential debates because it is held only 15 days prior to the election.
- This is the first time that Palm Beach County has hosted a presidential debate, and only the second time the State of Florida hosted a presidential debate.
  - The University of Miami in Coral Gables, Fla. hosted a 2004 presidential debate.
- The topic is foreign policy— an especially fitting topic for Lynn whose student population is made up of nearly a quarter international students. These students will have a unique opportunity to capture a front-row seat to one of the largest events in American politics.
- The moderator is Bob Schieffer, CBS News' chief Washington correspondent and host of Face the Nation.
- The 90-minute debate will begin at 9 p.m. and will consist of six 15-minute segments on topics selected by the moderator. The candidates will have two minutes to respond to each question followed by a discussion on the topic facilitated by the moderator.
- The debate will take place in Lynn’s Keith C. and Elaine Johnson Wold Performing Arts Center
  - The Wold was dedicated in the spring of 2010.
  - The 750-seat performing arts center is home to live theatrical performances produced by the university's theater arts program and professional Live at Lynn series, as well as Conservatory of Music concerts and other university-hosted events.
- The estimated television viewership is 52.4 to 63.2 million.
- 2,000 to 3,000 journalists from around the globe will come to cover the debate.
- All the major networks will be on site: ABC, CBS, NBC, Fox, CNN and CSPAN.

What’s in it for you?

- As a volunteer, you will have a chance to help tell our story to the world.
- The weekend of the debate, news shows and programs you’ve only seen on your TV screen will all be on campus – and they’ll be looking to you to be their ready-made audience and storytellers.
- And in general, it’s an opportunity to participate in all the hoopla and hype leading up to the big event. You may even see a celebrity or two roaming around campus.

Why is Lynn hosting a debate?

- This was not an accident.
  - We set goals back when we were developing our Lynn 2020 strategic plan. These goals included putting a focus on convening important conversations and being unusually devoted to students.
- We believe in the power of convening important conversations.
  - There is a power in convening important conversations, and we have already hosted several noteworthy forums on campus. This presidential debate, probably the most significant we could host, is a continuation of our focus on the exchange of ideas. Our
belief in the importance of dialogues is also embodied in our core curriculum, the Dialogues of Learning.

- We believe our growing reputation as a forum for public dialogue and our longstanding tradition of civic engagement, both of which we have integrated into our students’ educational experience, will be greatly enhanced through hosting the final 2012 presidential debate. And, as the only school to be hosting a debate in Florida, what many are calling the most important state in the election, we are honored to bring the world’s attention to our community and play a central role in this important dialogue.

- Fun fact: Florida now has 29 electoral votes, tying us with New York for the third highest number of electoral votes after California and Texas, respectively.

- We believe in involved citizenship.

  - Lynn has a long history teaching students the importance of civic involvement. This proud legacy of service is what motivated the 12 Lynn University students and two faculty members who went to Haiti in January 2010 to serve others. Eight students returned home after the quake, but four students and two professors died. Their sacrifice while serving others is remembered every Jan. 12 since the quake through the Knights Unite Day of Caring. This day-long, university-wide event is dedicated to serving our surrounding community and those less fortunate. Their story is also told through the Lynn University Remembrance Plaza that was dedicated in March 2012.

#lynndebate Goes Social

Lynn University is very active on social media (StudentAdvisor ranks Lynn as the 4th leading social media college in Florida), and we want your help telling the story of this debate.

We are working with foursquare to engage you – our volunteers! Every time you visit the “Volunteer Headquarters,” remember to check in. After the debate is over and the Volunteer Headquarters is closed, the “mayor” will receive special recognition and a prize. Will you be the mayor of Lynn’s Volunteer Headquarters? (See below for links).

Share your debate-related photos, videos and stories with us on Tumblr, foursquare, Instagram, Flickr, YouTube, Twitter, Facebook and/or Google+

Make sure to @lynnuniversity and use #lynndebate, and stop by the Social Media Lounge in the Student Center in between your shifts.

Lynn’s Social Platforms

- **Tumblr** - [http://lynndebate.tumblr.com/](http://lynndebate.tumblr.com/)
  - Submit your photos, videos and stories directly to the Lynn Debate Tumblr blog or email them from your phone at soijert784@tumblr.com. Make sure to type your “photo caption” into the “subject line.”

- **foursquare** - [http://foursquare.com/lynnuniversity](http://foursquare.com/lynnuniversity)
  - The “Volunteer Headquarters” is a temporary venue made just for you. You’ll be able to check in there from Wednesday, Oct. 10 through Tuesday, Oct. 23. Whoever checks into
When you’re not in the Volunteer Headquarters, check in and let people know where you are – and how you’re involved with the #lyndebate.

- **Instagram** – [http://statigr.am/lynnuniversity](http://statigr.am/lynnuniversity)
  - Share your best Instagram photos. Be sure to @lynnuniversity and use #lyndebate.
- **Flickr** – [http://debate2012.lynn.edu/photos](http://debate2012.lynn.edu/photos)
  - Download high-resolution #lyndebate Facebook cover images and see photos from all of Lynn’s debate-related activities.
- **YouTube** – [http://debate2012.lynn.edu/videos](http://debate2012.lynn.edu/videos)
  - Watch Lynn’s debate-related videos.
- **Twitter** – [www.twitter.com/lynnuniversity](http://www.twitter.com/lynnuniversity)
  - Remember to @lynnuniversity and use #lyndebate when you tweet.
- **Google+** - [https://plus.google.com/106334486005994694112](https://plus.google.com/106334486005994694112)
  - Add Lynn University to your circles.
- **Facebook** - [http://www.facebook.com/LynnUniversity](http://www.facebook.com/LynnUniversity)
  - Like Lynn University on Facebook to see the latest #lyndebate activities. Tag yourself in photos and comment on our stories and links!
- **Little LU**
  - Follow Lynn’s fearless bobblehead mascot and find out how he’s participating in the #lyndebate. Keep up-to-date on and engage with his social activities. If you’re lucky, you might be able take home your own Little LU.
    - Little LU Facebook - [http://www.facebook.com/lynnbobblehead](http://www.facebook.com/lynnbobblehead)
    - Little LU Twitter - [https://twitter.com/LittleLUatLynn](https://twitter.com/LittleLUatLynn)
    - Little LU Foursquare - [https://foursquare.com/littleluatlynn](https://foursquare.com/littleluatlynn)
- **Blogs** – [http://blogs.lynn.edu/](http://blogs.lynn.edu/)
  - Read how Lynn’s blog squad is getting involved in the #lyndebate.

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**Emergency / Crisis Response**

During the debate, Lynn University’s campus will contain a visitor population of historic proportions. As a volunteer, you should be prepared to act should an emergency or crisis situation arise. Following are some guidelines for action in response to emergencies or crises:

**Medical Emergencies**
- Call 911.
- Call Campus Safety & Security (561-237-7226 or x7226) and notify your team leader.
- Be familiar with the locations of the AEDs (Automated External Defibrillators).

**Minor Injuries**
- Call Campus Safety & Security (561-237-7226 or x7226).
- Notify your team leader.
- 2 first aid tents (sponsored by Boca Raton Community Hospital) will be set up on the day of the debate.
Severe Weather
You should monitor any possible approaching storm through the media or by using alert.lynn.edu to check the university's status.

Unruly Behavior
- Signal a coworker that help is needed.
- If you have a direct encounter with hostile behavior, try to get the person to leave reasonably.
- Call Campus Safety & Security (x7226) and notify your team leader.

Violent Criminal Behavior
- Trust your instincts
- Act smart
- Make good decisions
- Take care of yourself
- Take care of others
- Stay calm
- Do not leave safety until notified by authorities
- If you find yourself in an open area, immediately seek protection
- Put something between you and the assailant
- Find the safest area available and secure it the best way you can

Suspicious Packages and Envelopes
If a package or envelope appears suspicious, DO NOT OPEN IT. Do not shake or empty the content of any suspicious package or envelope. Do not carry the package or envelope, show it to others or allow others to examine it.

Some characteristics of suspicious packages and envelopes:
- excessive postage
- handwritten or poorly typed address
- strange return address or no return address
- not addressed to a specific person
- marked with restrictions, i.e. “Personal,” “Confidential” or “Do not x-ray”
- powdery substance felt through or appearing on the package or envelope
- oily stains, discolorations or odor
- excessive weight
- ticking sound and protruding wires or aluminum foil
Campus Map

1. SCHMIDT COLLEGE CENTER
2. LYNN LIBRARY
3. GREEN CENTER FOR THE EXPRESSIVE ARTS
   VOLUNTEER HEADQUARTERS
4. de HOERNLE INTERNATIONAL CENTER
5. WORLD PERFORMING ARTS CENTER
   DEBATE HALL
6. de HOERNLE SPORTS AND CULTURAL CENTER
   MEDIA FILING CENTER
7. ST. JOSEPH HALL
8. CHRISTINE’S
9. LYNN STUDENT CENTER
10. SWIMMING POOLS
11. TRINITY RESIDENCE HALL
12. LYNN RESIDENCE CENTER
13. FREIBURGER RESIDENCE HALL
14. E. M. LYNN RESIDENCE CENTER
15. de HOERNLE RESIDENCE HALL
16. SOFTBALL FIELD
17. SOCCER FIELD
**Pre-Debate Events:**
10/11: Center College Debate Viewing Party (students only)
   9p – Student Center - Knight’s Court
10/12: Presidential Debate Youth Round Table (invite only)
   9a-12p – Green Center – main room
   Book Talk: Affairs of State (R. Watson)
   12p – Library - CLI
   Cinema Under the Stars
   Mr. Smith Goes to Washington (R. Watson)
   8p – Mizner Park amphitheater
10/15: AARP Bilingual Community Conversation
   3p – Cafeteria auditorium
   Florida Society of Newspaper Editors
   2p – forum – deHoernle Intl bldg. – A.G. Theater
   4p – panel – deHoernle Intl bldg. – A.G. Theater
10/16: Hofstra Debate Viewing Party (students only)
   9p – Student Center - Knight’s Court
10/17: Lecture: Candice Millard (political author)
   7p – Spanish River Library
10/18: Spin the Vote!
   6-10p - Downtown Delray
   Injustice Files with Keith Beauchamp
   6p - Green Center – deHoernle Lecture Hall
   Lecture: Dr. Richard Beeman (political author)
   7p – Spanish River Library
10/19: Americana-themed Playground Playdate
   11a – Sugar Sand Park
10/20: Boca’s All American Party
   10:30a-2p – Boca Center
   Red, White & Que
   4:30-7pm - Residence Hall Quad Lawn
   Red, White & Zoom - 5K Fun Run
   5:00pm – Patch Reef Trail
10/21: Debate ticket lottery
   12p – Perper Plaza
   Red v. Blue Kickball Game
   1p – Softball field
   Movie on the Lawn
   7p – Residence Hall Quad Lawn
11/1: Founder’s Day – Volunteer Recognition & Appreciation Ceremony

**Debate Day Events:**
10/22: Red, White & Pool / Causeway
   12-5p - McCusker Sports Complex Pools
   Red, White & View Festival/Knight Club
   4p – Soccer field
   Rock the Vote concert/viewing party
   6p - Mizner Park Amphitheater
   Donor/VIP viewing party
   6p - deHoernle Intl bldg. – A.G. Theater

**Volunteer Meetings:**
10/10: General Volunteer Orientation
   6p Green Center – main room
10/11: Rate Card cashier training
   11a – Library - CLI
10/12: Rate Card team meeting & walk-through
   12p & 5p - TBD
10/19: Security ACMA Volunteer Training
   7:30-9:30p – Don Estridge middle – safe schools