

Student Helpers for Wednesday, January 4, 2012							
Location: Sullivan 201							
	8:30am to 10am	10am to 12pm	12pm to 2pm	2pm to 4pm	4pm to 6pm	6pm to 8pm	8pm- to 12am
Airport Pickup	Refer to Flight Tracking Schedule						
Greeter #1 (outside)	Anna	x	x	x	x	x	x
Greeter #2 (inside)	Ayanna	x	x	x	x	x	x
Check In #1	Christina C	x	x	x	x	x	x
Check In #2	Vaseem S.	x	x	x	x	x	x
Check In #3	Megan W	x	x	x	x	x	x
Photographer 1	Stephanie P	x	x	x	x	x	x
Photographer 2	Haley	x	x	x	x	x	x
I-Fellow Speaker	Geoff & Allyson	x	x	x	x	x	x
PAL Speaker	Stephanie P.	x	x	x	x	x	x
FY Student Speaker	Ernesto and Saurav	x	x	x	x	x	x
Personal Data Sheet Collector #1 and #2	Jackson H.	Kristen W	Kristen	Joy	x	x	x
Document Station #1	x	Christina C	Brianna	Brianna	x	x	x
Document Station#2	Reed	Reed	Jay	Michael	x	x	x
Scanner	Jamie	Jamie	Katya	Mathew J	x	x	x
Campus Tour	x	x	Duterte	Duterte	x	x	x
Campus Tour	x	x	Brittany	Brittany	x	x	x
SpartanCard	x	x	Taylor	Taylor	x	x	x
Post Office/Mail box code	x	x	Tim	Tim	x	x	x
Health Center Escort	x	x	12:30 Anna	2:30 Haley W.	x	x	x
Wal-Mart Trip – Bus rider #1	x	x	x	x	5pm Danny G. Jocelyn S., Haley	x	x
Wal-Mart Trip – Bus rider #2	x	x	x	x	5:30pm Vaseem, Megan W	x	x
Wal-Mart Trip – Bus rider #3	x	x	x	x	x	6pm Kara P Jamie	x
Wal-Mart Trip – Bus rider #4	x	x	x	x	x	6:30pm Ayanna Michael	x

Student Helpers for Thursday, January 5, 2012							
Location: Sullivan 201							
	8am to 10am	10am to 12pm	12pm to 2pm	2pm to 4pm	4pm to 6pm	6pm to 8pm	8pm- to 12am
Greeter #1	Joy	x	x	x	x	x	x
Greeter #2	Faye	x	x	x	x	x	x
Greeter #3	Brittany	x	x	x	x	x	x
Greeter #4	Michael	x	x	x	x	x	x
Lunch with new students (meet in front of Sullivan 201 and walk over to Caf together)	x	x	11:45am: Everyone please attend	x	x	x	x
Friendly Center-Bus Riders #1	x	x	x	3:42pm Haley W. Danny G.	4:12pm Ernesto Anna	x	x
Friendly Center – Bus Riders #2	x	x	x	x	4:42pm Reed Jamie	x	x
Friendly Center- Bus Rider # 3	x	x	x	x	5:12pm Tim & Taylor	x	x

Student Helpers for Friday, January 6, 2012							
Location: I-House (Phillips-Hawkins Residence Hall)							
	8am to 10am	10am to 12pm	12pm to 2pm	2pm to 4pm	4pm to 6pm	6pm to 8pm	8pm- to 12am
Library Tour (meet in front of library; clock-tower side)	x	x	1:00 Kristen	x	x	x	x
Rec Center Tour (meet in lobby of rec center)	x	x	x	Meredith C-M.	x	x	x
Downtown Bus Riders (HEAT 71)	x	x	x	3:42pm Tim & Taylor	x	x	x
Downtown Bus Riders	x	x	x	x	4:42pm Megan W Michael	x	x
Downtown Bus Riders	x	x	x	x	5:42pm Vaseem and Reed	x	x
Downtown Bus Riders	x	x	x	x	x	6:42pm Tempest Haley W	x
Downtown Bus Riders	x	x	x	x	x	7:42pm Geoff	x

Student Helpers for Sunday, January 8, 2012							
Location: I-House							
	8am to 10am	10am to 12pm	12pm to 2pm	2pm to 4pm	4pm to 6pm	6pm to 8pm	8pm- to 12am
Meet Your PAL Event Set-Up	x	x	x	2:30 Emily S Stephanie P.	x	x	x
Student Facilitators	x	x	x	3:00 Stephanie, Allyson, Kara, Ayanna			
Linen Return (I-House)	x	x	x	x	x	x	9pm Geoff

Tuesday, January 17, 2011 Chancellor's Welcome Reception 4:30-5:30pm Location: EUC Cone Ballroom
Everyone is invited to attend! We hope to see you there!

Instructions for Greeting Students at the Greensboro Airport: Before arriving at the Greensboro Airport make sure you have a student arrival list (sorted by date and time) and an IPC phone list (includes airline carrier numbers & IPC contact information).

- 1) Check arrival list and note when students will be arriving.
- 2) Greet all students as they arrive.
- 3) Help them get their bags at the baggage claim area. Ensure they have received their baggage. If not, take them to the baggage claim area to fill out the lost baggage form.
 - Please provide Penelope Pynes' contact information
 - Penelope Pynes' Home Address:
- 4) Walk with the student down the corridor to the Taxi Stand on the right and give *PTI* their name and destination information.
- 5) If the student does not arrive on time, check the airline schedule at the airport to see if the student's flight has been delayed or cancelled. If you have any problems contact **Kaitlin**
- 6) Once you have finished your shift please call **Kaitlin** and let her know that all students have arrived or if you are waiting for delayed students.

Please Note: Students who have not notified IPC of their flight information should be walked to the PTI desk for transportation assistance.

All exchange students will be included on the arrival list provided to PTI, even though we may not have their arrival information. These students should also be directed to PTI for transportation to their hotel or campus, depending on their arrival date.