

Greetings,

Thank you for taking the time to assist with Engineering Week on February 19th. We have you confirmed for volunteering between the hours of _____.

Please note your job function will be to assist with _____.

At the beginning of your shift, please report to (H-759) - student activities space to get your name tag and event map.

There will be training for volunteers on February 17th at 1:00 p.m. in the student activities meeting room. Please **reply** to this email if you will be able to attend. If you are unable to make the training, we will give you an overview of your job description at the beginning of your shift.

Please let me know if you have any questions or concerns.

Thank you,