**VOLUNTEERS NEEDED!**

The Office of Housing and Residence Life is very excited to kick off the 2013-2014 Academic year in welcoming its newest and returning members of the Roadrunner community to campus. With “Move-In Day” rapidly approaching, *Chaparral Village and Laurel Village and San Saba Hall* would like to request your help in assisting our new students with their arrival to campus.

We are looking for your student groups and staff to bring their biggest Roadrunner Pride and donate their time to help the “On-Campus Roadrunners” move into their new home. This is an opportunity that allows you to meet new students, showcase your organization, and show your pride as a UTSA student*,* faculty and staff member. Although this is ***not*** an opportunity to recruit for your organization, it does provide new students with the access to learn more about campus life and the importance of getting involved at UTSA through your support.

**The official move-in dates for Fall 2013 are Friday, August 23rd and Saturday, August 24th .**

**We will need volunteers on both Friday and Saturday from 9:00 a.m. – 5:00 pm.** The volunteers will be asked to help students and their families move personal items into their rooms and assist with other move-in duties as needed.

If you would like to volunteer, please complete the attached Move-In Volunteer Form and email it to Karen Pfeil at Karen.Pfeil@utsa.edu.  **The deadline to submit the Move-In Volunteer Form is Monday, August 19th by noon.**

As always, we appreciate your on-going support and are thrilled to start another school year! Please feel free to forward this email to others within your department, students, and organization/groups you may advise.

Thank you for help!

Sincerely,

Karen Pfeil

Administrative Associate

Housing & Residence Life

**UTSA Housing**

**Move-In Volunteer Form**

**Name of Contact Person:**

**Title or Position:**

**Email:**

**Phone Number:**

**Department/Organization:**

\*Availability

Place an “**X”** next to the time slots where you are available to work and leave blank those time slots where you are not available. (Partial shifts are not available)

Also, please indicate how many shifts you are interested in working? \_\_\_\_\_

**\*You will be required to arrive at your shift 15 minutes early to go through a brief volunteer orienation. Please remember to wear your organizational shirts to help identify your group.**

Wednesday, August 21 (Roadrunner Camp) # Of People for per Shift

\_\_\_11:00-1:00 PM \_\_\_\_\_

\_\_\_1:00-3:00 PM \_\_\_\_\_

\_\_\_3:00-5:00 PM \_\_\_\_\_

Friday, August 23 # Of People for per Shift

\_\_\_9:00-11:00 AM \_\_\_\_

\_\_\_11:00-1:00 PM \_\_\_\_\_

\_\_\_1:00-3:00 PM \_\_\_\_\_

\_\_\_3:00-5:00 PM \_\_\_\_\_

Saturday, August 24 # Of People for per Shift

\_\_\_9:00-11:00 AM \_\_\_\_

\_\_\_11:00-1:00 PM \_\_\_\_

\_\_\_1:00-3:00 PM \_\_\_\_

\_\_\_3:00-5:00 PM \_\_\_\_

You will receive an email confirmation August 2oth, with your volunteer assignment

and further instructions. **For Chaparral Village & Laurel Village & San Saba Hall**

**please email this form to** **Karen.Pfeil@utsa.edu**