**MSU ALUMNI OFFICE**

**HOMECOMING PARADE VOLUNTEER INFORMATION**

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**COMMUNICATIONS**

Leading up to the parade, all communications with volunteers will be via email – this is the best way we can effectively communicate with such a large number of people. It’s important that volunteers be responsive to their email so we can ensure a positive experience for everyone involved.

**PARADE ROUTE**

The parade begins at the intersection of Abbot Rd and Burcham Dr at the East Lansing Hannah Community Center, travels south on Abbot Rd, east on Grand River Ave, south at Farm Ln, and concludes at the corner of Farm and Shaw Lanes. See the [Map for Parade Entries](#).

**WHAT TO WEAR**

- All volunteers receive a t-shirt, and this should be worn during their shift(s) to identify them as a volunteer.
  - All volunteers must pick up their t-shirt and gift bag in advance at the MSU Alumni Office between Tuesday, September 19 and Thursday, September 21. **We will not be distributing t-shirts on the day of the parade at volunteer check-in.**
  - The MSU Alumni Office is located on the third floor of Spartan Stadium, 535 Chestnut Rd. Entrance to the building is on the west side, closest to IM West. Take the elevator up to the third floor and stop at the reception desk. Hours are 8 a.m. – 4:45 p.m.
- Most volunteer shifts require long periods of standing and/or walking. Comfortable shoes are recommended.
- All volunteer work is outside, and depending on the shift, may conclude after dark. Volunteers should dress for the weather to ensure their comfort.
  - The volunteer t-shirt is short-sleeved. If necessary, a long-sleeved t-shirt(s) may be worn underneath it for warmth. We request that volunteers not wear additional layers that cover up their volunteer t-shirt.
- Depending on the assignment, volunteers may also be provided a safety vest to wear.
PARKING, SHUTTLE AND ROAD CLOSURES
The best place to park will depend on the volunteer’s specific volunteer assignment.

- See the Map for Parade Entries. Parking is denoted with a large Green “P” and the shuttle locations are also noted.
- Parking is available for volunteers in the East Lansing High School parking lot at 509 Burcham Dr. Parking is not available at the Hannah Community Center.
- Beginning at 3:30 p.m., a shuttle will be available to take volunteers to the Hannah Community Center.
- Following the parade’s conclusion, a shuttle will be available at the MSU Planetarium to return any volunteers to the East Lansing High School parking lot.
- Several streets in East Lansing close at 2:30 p.m. and main streets along the parade route in East Lansing and the MSU campus close at 5:30 p.m. See the Homecoming Parade Street Closure Information for specifics.

VOLUNTEER SHIFTS
All volunteers will receive their shift information via email by September 15. This information will also note where volunteers should report to check-in.

It’s imperative that volunteers arrive on time for their scheduled assignment so plan accordingly.

CODE OF CONDUCT
All volunteers for the MSU Homecoming parade are representing Michigan State University and will conduct themselves in an appropriate manner. Volunteers should review the Homecoming Parade Code of Conduct prior to their shift. Violation of any component of the Homecoming Parade Code of Conduct will result in immediate dismissal from their role and the volunteer will not be eligible to participate in future years.

INLEMENT WEATHER
Michigan State University and the MSU Alumni Office are committed to the safety and security of alumni, faculty, staff, students and the East Lansing and Lansing communities during the MSU Homecoming Parade.

- The parade takes place regardless of rainy conditions.
- The parade will not take place if there is severe weather consisting of thunder and lightning.
- If it’s determined that the parade needs to be cancelled, parade volunteers will be notified by email.
- A notification will also be sent by local emergency alert systems and TV and radio stations.

CHANGE IN AVAILABILITY
If a volunteer is unable to volunteer for their shift(s), contact Amy Carnahan, Director of Alumni Events, MSU Alumni Office immediately via email at carnah10@msu.edu.

QUESTIONS
Questions should be directed to Amy Carnahan at carnah10@msu.edu.