

Project Fibonacci®  

# Volunteer Handbook

  **2025** ✨





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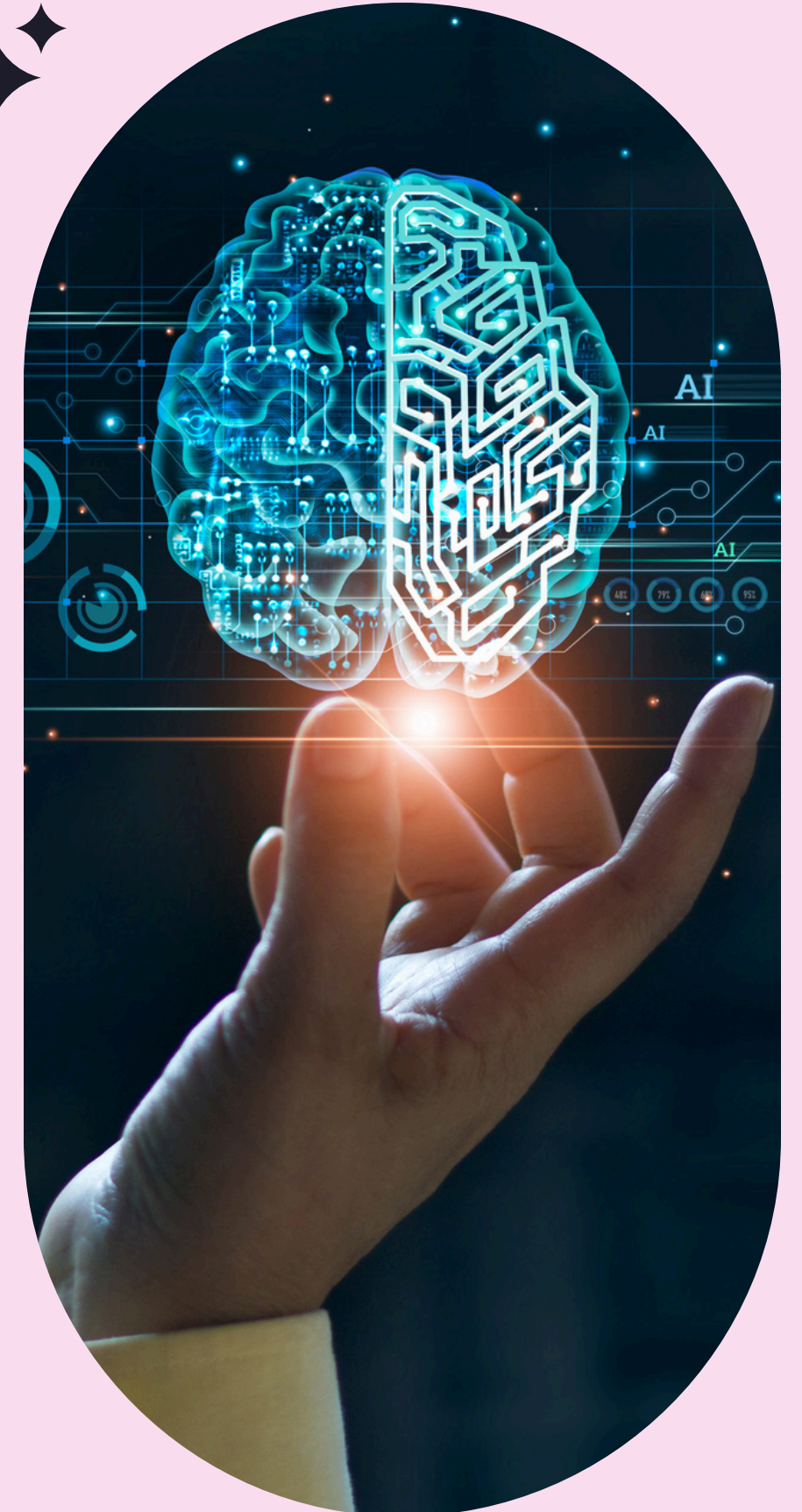
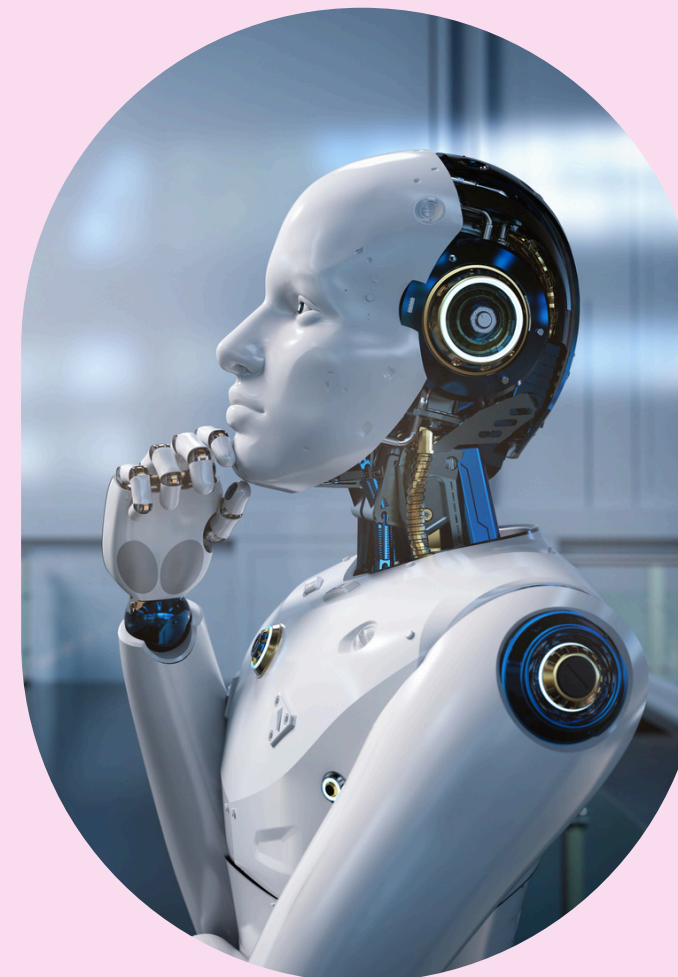




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# Welcome to the 2025 Project Fibonacci® STEAM Leadership Conference!

We are thrilled to have you join our dedicated team, bringing together your enthusiasm, skills, and passion for Science, Technology, Engineering, Arts, and Mathematics. Your commitment as volunteers plays a pivotal role in the success of this event, creating an engaging and inspiring atmosphere for all attendees. Together, we will embark on a journey of discovery, innovation, and creativity, fostering a community that celebrates the wonders of STEAM. Thank you for your invaluable contribution and willingness to make a difference. *Let's make this year's conference an unforgettable experience for everyone involved!*





# What is Project Fibonacci<sup>®</sup>?

The Project Fibonacci<sup>®</sup> Foundation, Inc. is a 501(c)(3) non-profit organization that provides a series of immersive learning programs on STEAM topics in cooperation with local schools, businesses, and non-profit organizations. Our year-round initiative is focused on STEAM leadership education with an entrepreneurial focus to engage scientific and artistic critical thinkers in working together to solve complex STEM problems impacting society.

Our programs are designed to grow the STEM workforce in a new way - by tapping into artistic creativity to spur technological innovation, catalyze workforce preparedness, and contribute to economic development on a broad scale.

## Making an Impact in Our Communities

The annual STEAM Leadership Conference not only provides valuable educational opportunities for attendees but also supports local businesses and vendors, boosting the economy. By showcasing local STEM experts as workshop presenters and lecturers, participants are motivated to excel in STEAM fields and encouraged to stay and thrive in their communities.

Our hope is to support local businesses and encourage the next generation of scientists, artists, and leaders to stay in the area and make a positive impact.

Additionally, the annual 'Fuel Your Future' fair highlights professional and academic opportunities, paving the way for students to achieve their goals and reach their full potential.

## Using the Arts to Grow the STEM Workforce

We use the ARTS to grow tomorrow's STEM workforce, cultivate a mindset of limitless possibilities, and guide the development of an inclusive cohort of diverse critical thinkers to tackle complex STEM problems, address future societal-technological challenges, and act as an AGENT to promote the creation of ecosystems for community revitalization and economic prosperity.



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## Our Mission

To introduce our youth to a culture of interdisciplinary STEAM learning, teaching them to become creative, independent leaders of community resurgence.



## Our Vision

Enriched STEAM Communities Driving a Modern Renaissance



## Our Impact

Each year, the Project Fibonacci® Foundation, Inc. works closely with over 45 local and regional school districts to provide collaborative educational opportunities

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# 2025 STEAM LEADERSHIP CONFERENCE



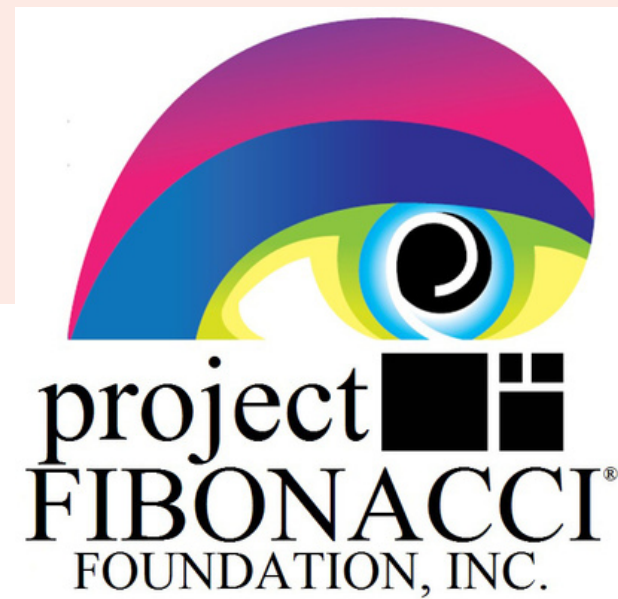
## The Science of the Unknown: Living in a Material World

Using inquiry-based learning techniques, the conference will cover effective critical-thinking strategies for fact-based information sharing and discerning fact from speculation. Topics in materials science will be covered highlighting local industries that are researching and manufacturing modern materials for applications that span aeronautics and space travel to the fashion industry, including the world of semiconductor chips. Group sessions will explore the influences that have led to technologies and devices we use today through the lens of science fiction literature and cinema. Inquiry-based approaches will be applied to various use cases covering topics on extraterrestrial life, unidentified aerial phenomenon, paranormal phenomena, and other current topics.

The conference promises to offer an engaging and transformative experience for participants that will expand opportunities and avenues for intelligent, thoughtful inquiry.

Students aged 15-19 from across New York State and beyond are invited to attend the week-long conference, which focuses on fostering critical thinking skills, leadership, entrepreneurship, and communication. Teams will assemble to work collaboratively using an inquiry-based learning model to address real-world problems. Students will gain the necessary tools and skills to contribute to a creative process that sparks technological innovation and helps prepare the workforce for the future capable of tackling complex STEM challenges broadly impacting society.

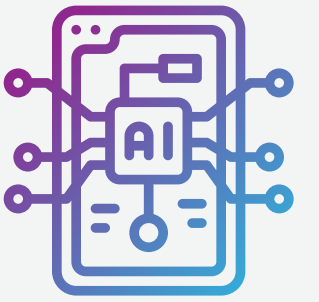
# Volunteer Roles



\*All specific times/locations will be provided after the review and acknowledgment of the Volunteer Code of Conduct and the background check to ensure the safety of all participants.



# Opening Day Volunteers



## Opening Day Volunteers – Sunday, July 27

Join us as an Opening Day Assistant for the eagerly anticipated 6th Annual STEAM Leadership Conference! This role is vital in setting the tone for an inspiring and smooth-sailing event. As the first point of contact, you play a key role in welcoming the bright young minds and their families into a day filled with learning, creativity, and collaboration.

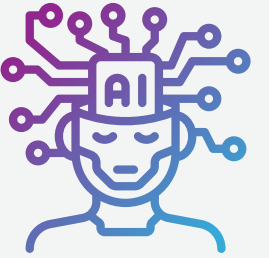
### Key Responsibilities:

- Assist in setting up stations as necessary for activities, ensuring all required materials and equipment are properly arranged and accessible.
- Check-In Coordinators: Stationed in the hotel lobby, where your warm welcome sets the stage. Your primary responsibilities include checking-in attendees, distributing conference materials and swag, and providing them with their badges and personalized schedules.
- Assist in accurately tagging each student's luggage with provided identification labels and ensure the safe transportation of these items to the designated luggage area.
- Proactively replenish supplies, including swag, snacks, and other essentials, to maintain a well-stocked and inviting environment.
- Guidance and Support: After the check-in process, you will guide the STEAM Scholars and their families to the next critical stations, namely the Code of Conduct Review and the Medical Form Review. Help ensure the privacy of these stations by ensuring students are appropriately spaced in the hotel and try to even out the number of students waiting for each station.
- Help maintain a safe, clean, and professional setting for STEAM Scholars and their families, contributing to a positive and enriching experience.
- Final Touchpoint: Once the initial formalities are completed, you will lead the attendees to the tent designated for icebreakers and refreshments.





# STEAM Scholar Escorts



## STEAM Scholar Escorts, “Walkers” Monday – Thursday

Times:

Morning Walk, Evening Walk

An integral part of this role involves safely escorting our esteemed STEAM scholars from the hotel to the conference venue and back. Reflective vests will be provided, and the Rome Police Department will be aware of the estimated times of travel.

### Key Responsibilities:

- Coordinate with conference organizers and hotel staff to ensure timely departures and arrivals of STEAM scholars.
- Assist team facilitators to ensure all of their students are gathered prior to the walk.
- Ensure all students are walking together and safely escort them to cross the streets in a safe and orderly fashion.
- Walk with STEAM scholars from the hotel to the conference venue, ensuring a safe and pleasant journey.
- Serve as a friendly ambassador for the conference, creating a welcoming and inclusive atmosphere for all participants.

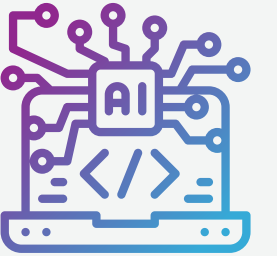
### Please Note:

If you are responsible for escorting students in the evening from the conference venue to the hotel, try to coordinate with the other volunteer to have one vehicle at each location, that way you won't have to walk back to your vehicle.

If you are available, we encourage you to sign up for the volunteer roles that follow after the walk is completed.



# Social Options Chaperone



## Social Options Chaperone – Nightly, 7:30pm-10:30pm

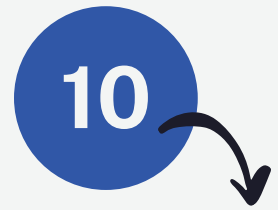
By volunteering as a Social Option Chaperone, you play a crucial role in ensuring the safety and enjoyment of all participants. As a chaperone, you will be directly responsible for overseeing the safety and well-being of students as they engage in various activities around the hotel grounds, including the pool, gym, tent, and common areas. This role is perfect for individuals who are passionate about youth safety, enjoy working in dynamic environments, and are committed to creating a secure and enjoyable experience for all participants.

### Key Responsibilities:

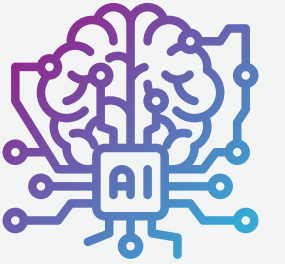
- Monitor student activities in assigned areas (pool, gym, tent, common areas) to ensure a safe and respectful environment.
- Enforce rules and guidelines of each area, including capacity limits, appropriate behavior, and usage of equipment.
- Provide assistance and guidance to students, ensuring they have a positive and enriching experience.
- Alert Project Fibonacci® staff/medic for any concerns or emergencies.
- Promote an atmosphere of inclusivity and respect, ensuring all participants feel welcome and valued.
- All activities must end at 9:45pm to ensure STEAM Scholars are in their own rooms by the 10:00pm curfew.

### Please Note:

At all times, a volunteer is never to be alone with a student. Additionally, our on-site medic(s) and additional staff are present to provide support and ensure safety. Optional evening social activities for students, including events like ice cream socials and outdoor movie nights, will be organized each night. Volunteers are encouraged to assist with the setup and maintenance of these engaging activities to ensure a fun and inclusive environment.



# Session Assistants



## Session Assistants: Monday-Thursday

9:30am-12:30pm / 1:30pm-5:00pm (Times will vary based on level of activity / down-time)

As a Session Assistant, you will play a crucial role in ensuring the smooth operation of our workshops, contributing to an enriching experience for all attendees.

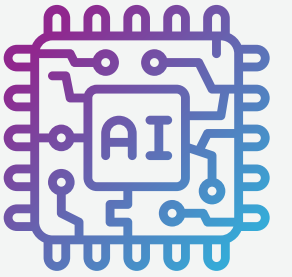
### Key Responsibilities:

- **Attendee Management:** Ensure a seamless flow of attendees into and out of workshops.
- **Timekeeping:** Keep a vigilant eye on the clock! You will gently alert workshop presenters when it's time to wrap up, ensuring that all sessions stick to their allotted time frames.
- **Workshop Preparation:** If needed, assist presenters with setting up their workshop room. This includes changing workshop boards to reflect the current session, setting up necessary equipment, and ensuring the space is welcoming and ready for learning.
- **Refreshments Coordination:** Everyone appreciates a snack! You will stock and replenish snacks and beverages in between sessions, ensuring that all attendees and presenters stay hydrated and energized throughout the day.
- **Safety and Conduct:** Your keen observation skills will also be vital in maintaining a safe and respectful environment. Should any issues arise, you will be responsible for alerting staff or medics promptly. Additionally, you will help ensure that all participants are acting appropriately, contributing to a positive and inclusive atmosphere.
- **Keynote Presentation Setup** – On Monday and Tuesday night, our keynote speakers will present. Help with the setup to ensure a clean and professional-looking environment.





# Off-Site Tour Chaperones



## Off-Site Tour Chaperones - Wednesday, July 31 1:00pm-6:00pm

This unique opportunity allows individuals to contribute to a dynamic learning environment outside the classroom, engaging with young minds passionate about Science, Technology, Engineering, Arts, and Mathematics (STEAM). As a chaperone, you will play a crucial role in ensuring a safe, educational, and enjoyable experience for all students during their off-site tours.

### Key Responsibilities:

- **Safety and Supervision:** Ensure the well-being of students at all times during the off-site tour. This includes riding the bus to and from the location, monitoring students' activities to ensure they adhere to safety guidelines, and assisting with headcounts or roll calls to ensure all students are accounted for.
- **Support and Engagement:** Actively engage with students to foster a positive learning environment. Encourage participation, answer questions, and help maintain an atmosphere of enthusiasm and curiosity. Your interaction can make a significant difference in their learning experience.
- **Logistical Assistance:** Assist in the distribution of snacks and necessary supplies to students during the tour. Ensure that all materials are stocked, organized, and handed out efficiently. Your support will help ensure the tour runs smoothly and that all students have what they need.
- **Team Collaboration:** Work closely with additional facilitators and staff members to coordinate activities and manage the group effectively. Communication and cooperation are key to ensuring a successful and enjoyable tour for the students.



# Fuel Your Future Fair Assistants



## Fuel Your Future Fair Assistants - Friday, August 1

8:30am-12:30pm

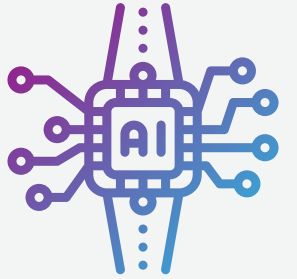
Join our enthusiastic team as a Fuel Your Future Fair Assistant and play a pivotal role in shaping the pathway to bright futures! The Fuel Your Future Fair is an annual event designed to inspire and inform attendees about the multitude of career paths and educational opportunities available to them. As a Fair Assistant, you will be instrumental in ensuring the event runs smoothly and that both exhibitors and attendees have a rewarding experience.

### Key Responsibilities:

- **Exhibit Support:** Assist in the setup and breakdown of exhibit booths as needed, ensuring each exhibitor has what they need to effectively showcase their offerings. Your eye for detail and can-do attitude will help create an inviting and well-organized environment.
- **Exhibitor Assistance:** Be a go-to resource for exhibitors throughout the event. Whether they need extra chairs, help with technical difficulties, or directions to the nearest restroom, you'll be there to assist swiftly and with a smile.
- **Attendee Guidance:** Provide attendees with information about the fair, including how to complete the Fuel Your Future Fair passport and booth locations. Your knowledge and friendly demeanor will enhance their experience, helping them make the most of their experience.



# Closing Day Volunteers



## Closing Day Volunteers – Saturday, August 2

9:00am-2:00pm

Join us as a volunteer on the closing day of our transformative STEAM Leadership Conference! This is a pivotal day where you can make a significant difference, ensuring our event concludes on a high note for the STEAM scholars and their families. We are looking for enthusiastic and committed volunteers to assist in several key areas.

### Key Responsibilities:

- **Tent Teardown Crew:** Help us dismantle the heartbeat of our conference. This team will be responsible for carefully taking down the tent setup, including chairs, tables, and any temporary installations. Your efforts here ensure that our venue is left in pristine condition, reflecting the respect and care we have for our community spaces.
- **Luggage Assistance Squad:** As our scholars and their families prepare to depart, a smooth transition is crucial. This team will assist in organizing, coordinating, and safely managing the luggage area. Your role is key in ensuring a stress-free departure, allowing our attendees to focus on reflecting on their enriching conference experience.
- **Lunch Assistants:** A meal shared is a memory made. Volunteers in this role will assist in serving lunch to our STEAM scholars and their families, providing a warm and welcoming dining experience.
- **General Helpers:** If you're flexible and willing to assist wherever needed, this role is for you. From directing foot traffic to providing information, your adaptability will be invaluable in ensuring the closing day runs smoothly.



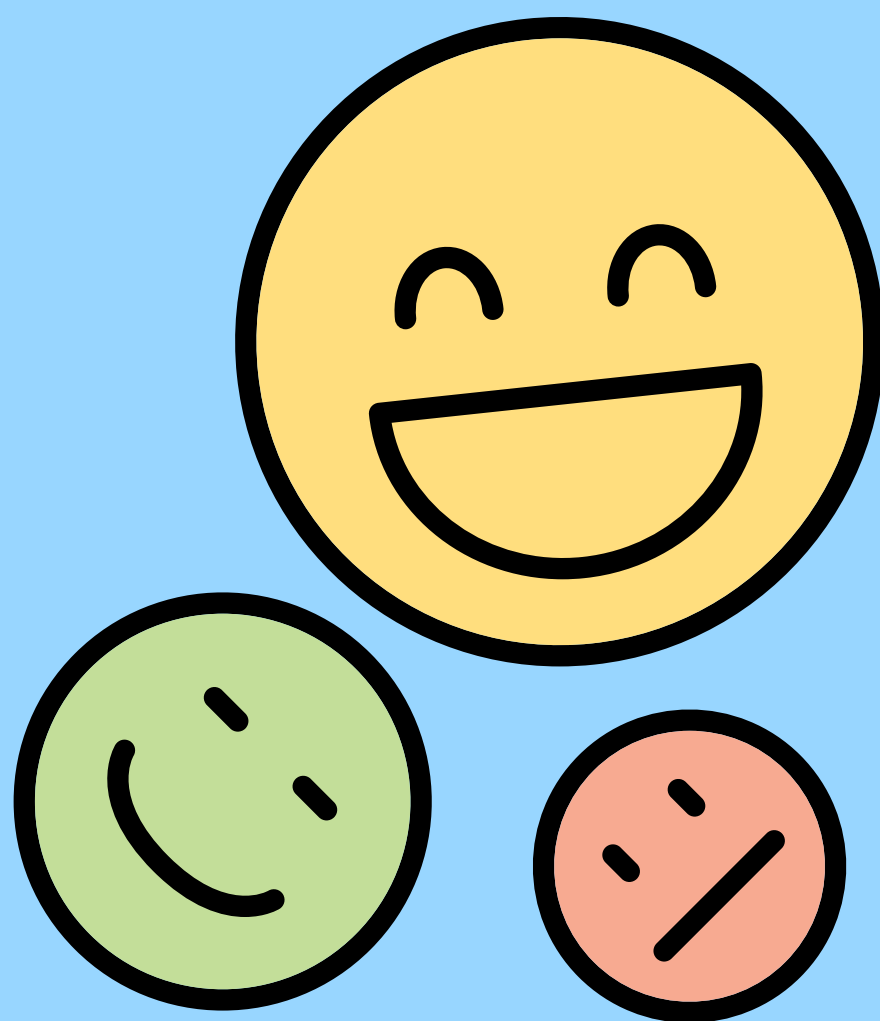
# Volunteer Code of Conduct



The Project Fibonacci® Foundation deeply values the contributions of our volunteers who play a crucial role in providing a secure and enriching educational experience for our STEAM Scholars. To maintain the integrity of our learning environment and ensure the safety and well-being of all participants, we have established this Volunteer Code of Conduct. It is imperative that all volunteers read, understand, and adhere to these guidelines as part of their commitment to our community. Please be aware that adherence to this code is mandatory and all volunteers are subject to a background check prior to engagement.

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# Behavior Code



**Professional Conduct:** Volunteers serve as exemplars for our STEAM Scholars and must exhibit professionalism and integrity at all times. Failure to do so may result in immediate dismissal from volunteer duties at the discretion of the volunteer coordinators.

**Respect and Civility:** Inappropriate language, gestures, or any actions that could be perceived as offensive or threatening are strictly prohibited. Volunteers must respect individual rights and contribute to a positive environment.

**Communication and Discipline:** Direct contact with a STEAM Scholar's emergency contacts or the implementation of disciplinary measures is not permitted. Any concerns or violations should be promptly communicated to the volunteer coordinators or Project Fibonacci® staff.

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# Interaction Guidelines & Safety Protocols



To ensure the safety and well-being of all participants, we uphold strict guidelines concerning interactions between volunteers and students. An essential cornerstone of our code of conduct is the mandate that at no point should a volunteer find themselves alone with a student. This policy is in place to protect both students and volunteers, fostering a safe and transparent environment where learning and collaboration can thrive without the shadow of impropriety or the risk of misunderstandings.

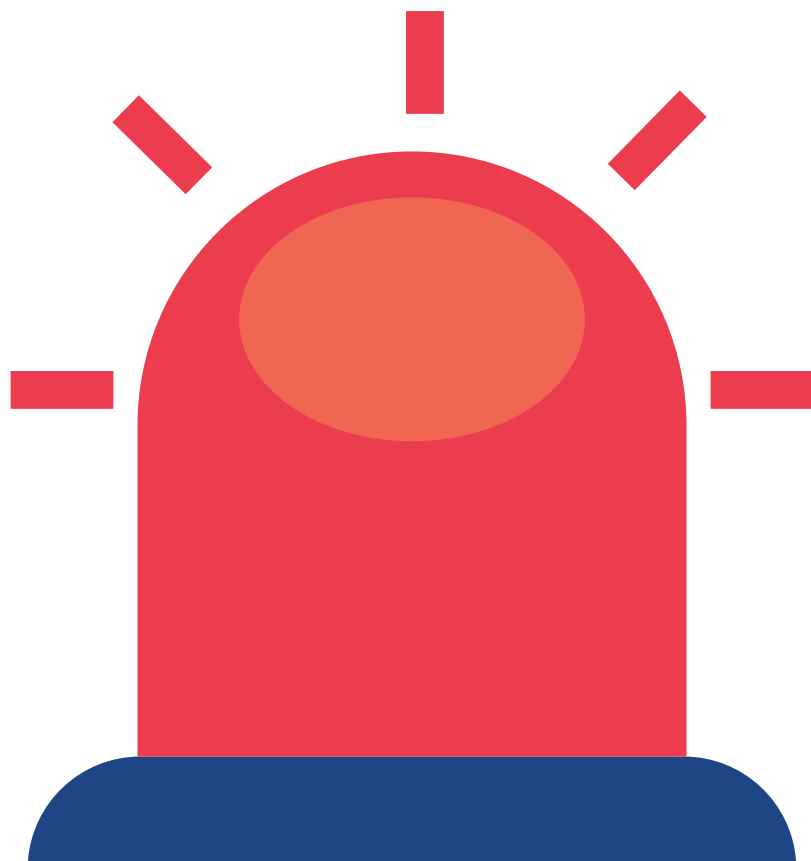
In the case of medical emergencies, it is crucial that volunteers act promptly and responsibly. Any such emergencies must be reported immediately to the onsite medic. Volunteers are encouraged to familiarize themselves with the location of the medical station upon arrival and to be aware of the proper procedures for signaling an emergency. This ensures that all participants receive timely and appropriate care, and that the wellbeing of our community is maintained.

Disciplinary issues, should they arise, are to be handled with the utmost seriousness. Volunteers are required to report any concerns or incidents directly to the Volunteer Coordinator or a designated Project Fibonacci® staff member as soon as possible. By doing so, we can address situations promptly and effectively, ensuring a positive and respectful environment for everyone involved. Transparency, respect, and discretion are key principles that guide our disciplinary procedures.

These protocols are designed not only to safeguard the physical safety of our participants but to nurture a culture of mutual respect, learning, and growth. By adhering to these guidelines, volunteers play a crucial role in creating an inclusive and supportive atmosphere that is the hallmark of the STEAM Leadership Conference.



# Prohibited Items & Safety Measures



In our ongoing commitment to ensure a secure and welcoming environment for all attendees, including our distinguished STEAM scholars, volunteers, and guests, we firmly uphold a policy of zero tolerance towards the possession of weapons at the conference. This policy is integral to our code of conduct and is enforced across all locations associated with the conference, without exception.

## Prohibited Items

For the safety and peace of mind of everyone involved, volunteers are ***strictly prohibited*** from carrying, possessing, or bringing any form of **weapon** onto conference premises. This includes, but is not limited to, **firearms, knives, explosive devices, and any other items that could be used to inflict harm or intimidate individuals.** The determination of what constitutes a weapon will be made at the discretion of the conference security team, and their decision will be final.

## Enforcement and Compliance

Compliance with this policy is mandatory for all volunteers. Failure to adhere to this rule will result in immediate corrective action, which may include removal from the conference, revocation of volunteer status, and potential reporting to law enforcement authorities. We ask all volunteers to respect this policy and to contribute to a safe and positive conference experience for everyone.

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# Additional Volunteer Guidelines



## Dress Code

Volunteers are expected to dress appropriately, reflecting the educational and professional setting of the conference. Casual attire is generally suitable, provided it is clean, neat, and respectful. Closed-toe shoes are recommended for safety and comfort.

## Drug/Alcohol Policy

The possession or use of illegal drugs, alcohol, and tobacco/nicotine products (this includes e-cigarettes, vape pens, and similar devices) is strictly forbidden during volunteer activities. This policy is in place to ensure a healthy and safe environment for everyone involved.

## Personal Belongings

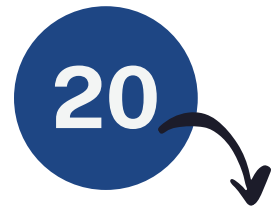
Volunteers are solely responsible for the security of their personal belongings. The Project Fibonacci® Foundation cannot be held liable for items that are lost, damaged, or stolen.

# Helpful Reminders

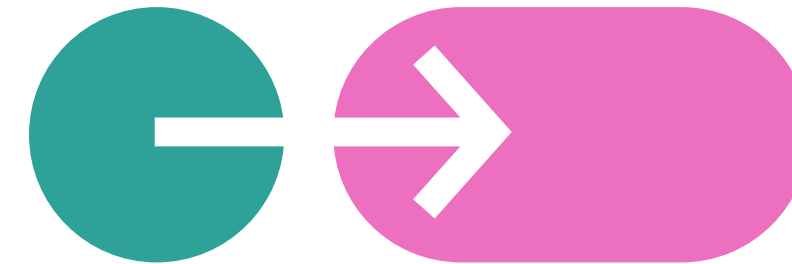


- Familiarize yourself with the STEAM Scholar Code of Conduct.
- Ensure punctuality for your scheduled volunteering slot.
- Be prepared to assist with tasks as they arise, even if they are unexpected.
- Do not administer any form of medication to participants.
- Recognize and know how to contact individuals trained in First Aid.
- Promote respectfulness among students and encourage them to maintain cleanliness.
- Direct all disciplinary matters to the volunteer coordinators for proper handling.





# Acceptance Form



By adhering to this Volunteer Code of Conduct, you are helping to create a supportive, educational, and safe environment for our STEAM Scholars. Your dedication and cooperation are greatly appreciated. Together, we can inspire the next generation of innovators and leaders in the STEAM fields. Thank you for your commitment to excellence and your support of the Project Fibonacci® Foundation.

## 2025 Volunteer Code of Conduct

I acknowledge that I have reviewed and understand the rules, regulations, and code of conduct provided to me. I commit to adhering to these guidelines in all my interactions and submissions, ensuring my contributions are helpful, respectful, and aligned with the expectations set forth.

**Volunteer Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

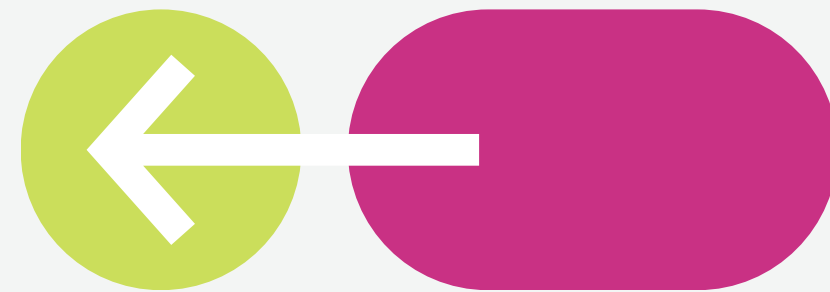
**Date:** \_\_\_\_\_

# Thank You for Volunteering with Us!

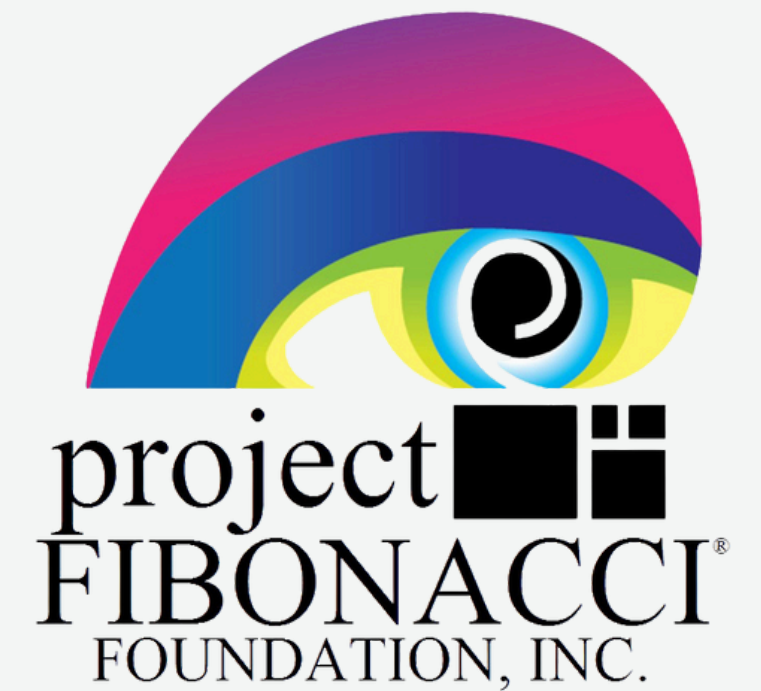
Our Volunteer Coordinator will be in touch with you soon!



# Get in Touch



# With Us



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