



A Volunteer's Guide to The Center for Gender, Sexuality, and Activism at Boston University

Basics:

- The Center is open every day from 10am to 5pm
- All inclusive, Safer Space
- A place of activism... open discourse... and community building
- When you come in for your volunteer hours, put on a name tag!

Keys

- Only the Center opener will be responsible for unlocking the center. If you have to rush to class and the next volunteer hasn't arrived, please leave the door unlocked and closed
- If you need to open the center another time, talk to the center manager (Chloe Skewis @ cpskewis@bu.edu) and you will be put on a list upstairs at the Mavens desk on the second floor (outside Metcalf) that will enable you to take out the keys. Make sure to return the keys when you are done!

Phone

- The Center's phone number: (617) 358-5575 The number is also written on the phone if anyone needs it and it is a good idea to program it into your phone so that if you are volunteering (or scheduled to) and something comes up, you can let the volunteer before you know.
- The phone rarely rings, however if you are lucky enough to get a call, simply answer, "Hello, Center for Gender, Sexuality, and Activism. How can I help you?," or something similar that feels comfortable to you.

Computer

- The computer username is WRC and the password is womenrock.
- The computer can be used by anyone; we simply ask that they be respectful of time, especially if others are waiting.
- The printer is currently not working.

Library

- The lending library is open to anyone
- If someone enters the space, they can check out a book for 3 weeks. Make sure to take down their name, cell phone number, email, and BU ID # along with the title of the materials they checked out.
- Contact Kaitlyn (insert email here) with all information for any materials checked out.

Mailing List

- There is a mailing list sign-up on the desk. Please encourage interested folks who drop by during your hours to sign up for our mailing list, as it is the best way to stay informed.

Weekly Memo

- There is a weekly memo that we keep on the cork board behind the desk. Please read this when you come into the center for volunteer hours, as there may be something pertaining to your hours (move furniture for event, someone visiting the center etc.). It also will contain any updates on procedures and a brief summary of weekly events.

Reservations

- If you're interested in reserving the space, co-sponsoring an event, receiving promotion from the Center, or requesting information from the Center, visit our website at bu.edu/cgsa.
- For reservations of the main space: Check the calendar on the wall next to the activism board. If the space is available, reference them to our website (www.cgsa.org) for filling out an event form or reference them to the center manager: cpskewis@bu.edu DO NOT write in events on the white-board calendar.

Volunteer Application

- If someone should inquire about volunteering, let them know that we would love to have them and that there is an application form on our website (bu.edu/cgsa).
- They can add their name to the sign-up sheet on the desk.
- They can also email cgsa@bu.edu with any questions.

Student Health

- Student Health holds appointments in the back of the center frequently. They have their own keys, and so can get in and out as needed.
- If someone comes in and asks about their appointment, welcome them to the center, and let them know that they can just have a seat until their appointment starts. Since people are sometimes embarrassed or shy, we try to leave them alone as much as possible, unless they want to talk.

Press Policy

- It might be possible that we have press in the Center. IF there are any press members, they will be wearing press passes so that they can be easily identified. We will make announcements before any meetings.
- If any press approach you (whether it be a BU newspaper group or someone else) and asks you about the CGSA's opinion on XXX topic, be sure to speak about what YOU think. If we feel it's appropriate, we will come out with a press release. If people ask you what the "Center thinks," then just tell them to check out the press release.
- Be careful--- a lot of the times people are misquoted. Keep in mind that if someone wants to do an interview it's totally fine to say you'd rather just send an email so that it's concrete and they can't misquote you.
- If someone asks to interview you IT'S OKAY TO SAY NO!!!! Don't ever feel peer-pressured into doing an interview!

Important E-mails and Contacts

- cgsa@bu.edu : This is the center e-mail, and the place for general questions about the center
- ranig@bu.edu AND aohare@bu.edu: If you have any questions, time conflicts, changes in your life that pertain to your hours, this is where you as a volunteer should e-mail. PLEASE E-MAIL BOTH ALI AND RANI. Also, anyone interested in volunteering should e-mail here

- msav@bu.edu: Our events coordinator is available to help plan any ideas you might have for an event in the center pertaining to gender, sexuality, activism....
- There is a list of volunteer contact info on the cork board behind the desk. Please take the contact info for your volunteer time slot buddies so that you can let them know if something is going on and you will be late/absent/tired.
- There is a list of board contact info on the cork board above the desk if you need specific contact info for a board member.

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