



U.S. DEPARTMENT OF ENERGY  
**SOLAR DECATHLON**

**ORANGE COUNTY GREAT PARK**  
**IRVINE, CALIFORNIA**  
**OCT. 8-18, 2015**

# VOLUNTEER AND INTERN TRAINING

*Time to shine.*



U.S. DEPARTMENT OF ENERGY  
**SOLAR DECATHLON**

**ORANGE COUNTY GREAT PARK  
IRVINE, CALIFORNIA  
OCT. 8-18, 2015**

# WELCOME VOLUNTEERS AND INTERNS





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**SOLAR DECATHLON**

*Time to shine.*

# We are the Solar Decathlon





## **What is the U.S. Department of Energy Solar Decathlon?**

The Solar Decathlon challenges collegiate teams to design, build, and operate solar-powered houses that are cost-effective, energy-efficient, and attractive. The winner of the competition is the team that best blends affordability, consumer appeal, and design excellence with optimal energy production and maximum efficiency.





## History

Solar Decathlon Director Richard King, of the Department of Energy, created the Solar Decathlon and developed it into one of the most anticipated design competitions in the world.

The first Solar Decathlon was held in 2002; the competition has since occurred biennially in 2005, 2007, 2009, 2011, and 2013.

Solar Decathlon 2015 will be the seventh installment of this event, and the second to be hosted by the City of Irvine at the Orange County Great Park. Previous Solar Decathlons were hosted in Washington D.C.





## International Growth

The U.S. Department of Energy Solar Decathlon has expanded internationally to include worldwide competitions:

- Solar Decathlon China
- Solar Decathlon Europe
- Solar Decathlon Latin America
- Solar Decathlon Middle East.





## Purpose

### The Solar Decathlon:

- Educates students and the public about the money-saving opportunities and environmental benefits presented by clean-energy products and design solutions
- Demonstrates to the public the comfort and affordability of homes that combine energy-efficient construction and appliances with renewable energy systems available today
- Provides participating students with unique training that prepares them to enter our nation's clean-energy workforce.



## Team Selection Process

Teams applying to compete in Solar Decathlon 2015 were required to demonstrate their ability to design and build an innovative, solar-powered house; raise additional project funds; support the project through an integrated curriculum; and organize a student team able to carry the project through to completion.



## **Solar Decathlon 2015 Teams**

**The teams participating in Solar Decathlon 2015 are:**

1. California Polytechnic State University, San Luis Obispo
2. California State University, Sacramento
3. Clemson University
4. Crowder College and Drury University
5. Missouri University of Science and Technology
6. New York City College of Technology
7. State University of New York at Alfred College of Technology and Alfred University
8. Stevens Institute of Technology
9. The University of Texas at Austin and Technische Universitaet Muenchen
10. University at Buffalo, The State University of New York
11. University of California, Davis
12. University of California, Irvine; Chapman University; Irvine Valley College; and Saddleback College
13. West Virginia University and University of Roma Tor Vergata
14. Western New England University, Universidad Tecnológica de Panamá, and Universidad Tecnológica Centroamericana.



## Contests

Like the Olympic decathlon, the U.S. Department of Energy Solar Decathlon consists of 10 contests. These contests are designed to gauge how well the houses perform and how livable and affordable they are. Each contest is worth a maximum of 100 points, for a competition total of 1,000 points. Teams can earn points three ways:

### **Task completion**

Teams complete household tasks such as cooking, washing dishes, and doing laundry.

### **Monitored performance**

Team houses perform to specified criteria, such as maintaining a comfortable (71 – 76 F) indoor temperature range.

### **Jury evaluation**

Jurors who are experts in their field (such as architecture, engineering, and communications) award points for features that cannot be measured (such as aesthetics and design inspiration).

## Contests continued...

Contests based on task completion or monitored performance are called *measured contests*; contests based on jury evaluation are called *juried contests*.

The 10 Solar Decathlon 2015 contests:

1. Architecture (juried)
2. Market Appeal (juried)
3. Engineering (juried)
4. Communications (juried)
5. Affordability (juried)
6. Comfort Zone (measured)
7. Appliances (measured)
8. Home Life (measured)
9. Commuting (measured)
10. Energy Balance (measured).





## **Solar Decathlon Winning Teams**

- 2013 – Team Austria: Vienna University of Technology
- 2011 – University of Maryland
- 2009 – Technische Universität Darmstadt
- 2007 – Technische Universität Darmstadt
- 2005 – University of Colorado, Denver and Boulder
- 2002 – University of Colorado at Boulder



# U.S. DEPARTMENT OF ENERGY SOLAR DECATHLON

Time to shine.



### HOUSES

- |  |   |   |
|--|---|---|
| 101 Crowder College and Drury University   | 107 California Polytechnic State University, San Luis Obispo  | 203 Team Orange County<br>University of California, Irvine, Chapman University, Irvine Valley College, and Saddleback College |
| 102 California State University, Sacramento  | 108 Missouri University of Science and Technology   | 204 University at Buffalo, The State University of New York   |
| 104 Texas/Germany The University of Texas at Austin and Technische Universität München | 110 Stevens Institute of Technology   | 206 West Virginia/Rome<br>West Virginia University and University of Roma Tor Vergata   |
| 105 New York City College of Technology  | 201 University of California, Davis   | 207 Team NY Alfred University of New York at Alfred College of Technology and Alfred University                               |
| 106 Clemson University   | 202 Mass/Central America Western New England University, Universidad Tecnológica de Panamá, and Universi- |   |

### EXHIBITS

EI = Edison International  
SE = Schneider Electric  
WF = Wells Fargo

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**ENERGY**  
Energy Efficiency &  
Renewable Energy  
DOE/GO-102015-4725



U.S. DEPARTMENT OF ENERGY  
**SOLAR DECATHLON**

U.S. Department of Energy Solar Decathlon 2015: Sept. 27–Oct. 23, **Public Exhibit: Thursdays–Sundays, Oct. 8–18**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September 27	28	29	30	October 1	2	3
Organizer Assembly (from Sept. 21)	Collegiate Team & Organizer Assembly					
3:30 PM - 5:30 PM All-Team Meeting at Hangar 244*						
4	5	6	7	8	9	10
			7:00 AM - 11:00 AM Rest Morning	<b>9:30 AM - 11:00 AM Opening Ceremony</b>	Education Days	
Collegiate Team & Organizer Assembly			11:00 AM - 12:30 PM Media Preview*	<b>Public Exhibit: Thursday – Sunday, 11:00 AM – 7:00 PM Daily</b>		
			6:30 PM - 8:30 PM Opening Reception*	Contests		
11	12	13	14	15	16	17
				10:00 AM - 10:30 AM Affordability & Market Appeal Contest Results Announcement	10:00 AM - 10:30 AM Architecture & Communications Contest Results Announcement	9:45 AM - 10:45 AM Final Awards Ceremony
<b>Public Exhibit</b>				<b>Public Exhibit: Thursday – Sunday, 11:00 AM – 7:00 PM Daily</b>		
Contests				Education Days: Middle School Field Trips*		
18	19	20	21	22	23	24
9:00 AM - 10:30 AM Victory Breakfast*						
<b>Public Exhibit</b>	Collegiate Team & Organizer Disassembly					Organizer Disassembly (thru Oct. 28)

\* Special event requires ticket or invitation to attend

Events in bold are open to the public

Revised 23Sept2015

All events take place within the Orange County Great Park, Irvine, California.



**We are expecting over 60,000 visitors.  
This is why we need you!**





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## What do interns do?

Interns wear an INTERN badge They are required to work 6 shifts, therefore, are a source of support and leadership to our volunteers.

Interns are leaders for particular roles:

- Greeter Leader
- Docent Leader
- Shuttle Bus Speaker Leader
- Visitor Liaison Leader
- Volunteer Desk Leader



Intern Leaders are placed in the field and given a designated area to train, place, and support volunteers and visitors.

In addition to supporting their fellow volunteers, they perform the functions of greeter, docent, shuttle bus speaker and visitor liaison respectively and liaise between the volunteer team, as issues arise.

Docent Leaders take new volunteer docents on a training tour prior to the start of their shift.



## Legacy Volunteers

If you have worked in past Solar Decathlons as a volunteer, decathlete, juror, observer, or as an organizer, please let the volunteer team know when you check in, so you can wear this badge!

If visitors ask about the badge, please let them how you have been involved in past years.



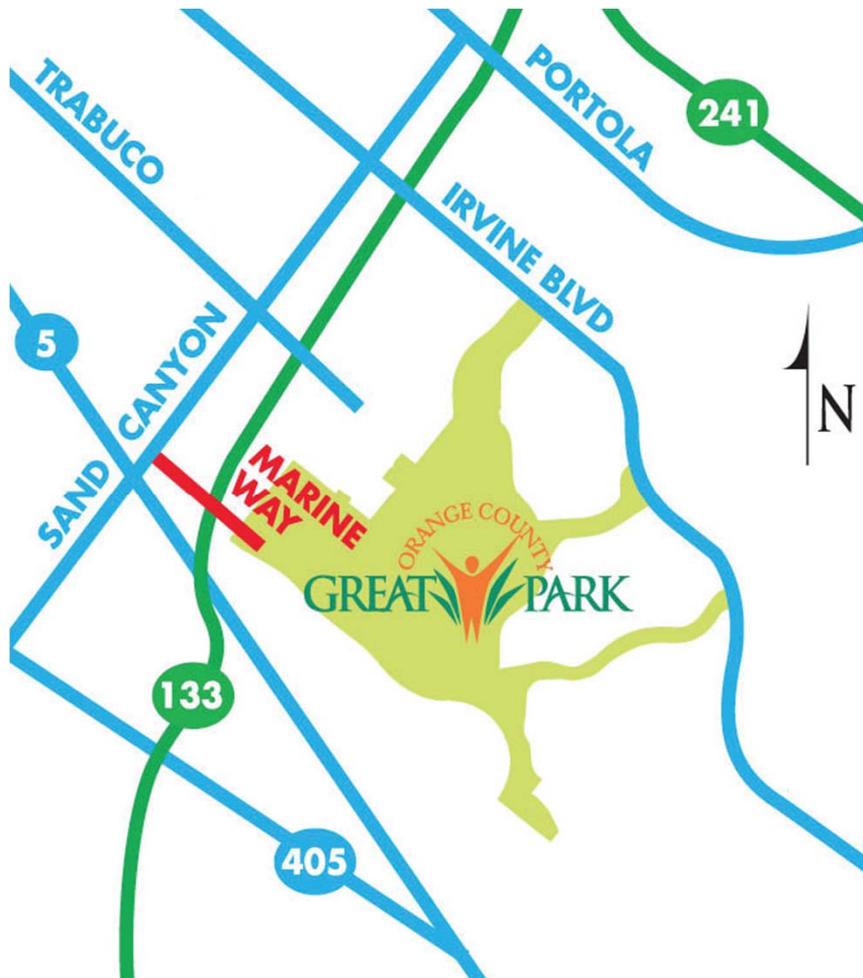


....and, if you are a volunteer who has signed up for 10 or more shifts, you can wear this badge!





## Arriving and Parking at Orange County Great Park



Set your GPS to Sand Canyon and Marine Way, Irvine.

Enter park through the Marine Way entrance.

Turn left at T-intersection.

Stop at the checkpoint and announce you are a volunteer or intern.

You will be given a pass and directed to where you can park your vehicle.

***DO NOT USE THE TRABAUCO ENTRANCE***



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You will be emailed detailed driving instructions  
the day prior to your shift



Once you have parked, please check-in at the Registration Tent.



**HOUSES**

- 101 Crowder College and Drury University
- 102 California State University, Sacramento
- 104 Texas/Germany The University of Texas at Austin and Technische Universität München
- 105 New York City College of Technology
- 106 Clemson University

- 107 California Polytechnic State University, San Luis Obispo
- 108 Missouri University of Science and Technology
- 110 Stevens Institute of Technology
- 201 University of California, Davis
- 202 Mass/Central America Western New England University, Universidad Tecnológica de Panamá, and Universidad Tecnológica de Costa Rica

- 203 Team Orange County University of California, Irvine, Chapman University, Irvine Valley College, and Saddleback College
- 204 University at Buffalo, The State University of New York
- 206 West Virginia/Rome West Virginia University and University of Roma Tor Vergata
- 207 Team NY Alfred University of New York at Alfred College of Technology and Alfred University

**EXHIBITS**

- EI = Edison International
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## **When you arrive:**

- Check-in at the volunteer desk, located in the Registration Tent.
- Arrive to your FIRST shift with completed **emergency medical release, waiver of liability** and, if you are under the age of 18, **parental consent forms**. Alternately, you can email to us in advance.
- If you haven't already done so, we will upload a photo to your registration profile.
- You will be given a t-shirt, hat, water bottle, a safety card and a wrist band.
- A refresher orientation will begin and an update of pertinent daily information provided.
- You will then be placed appropriately to perform your duties.
- You will receive a telephone reminder and email the day before your shift.
- Always return to the volunteer desk at the end of your shift to return to check out.



## You are the face of the Solar Decathlon

- As an ambassador of the Solar Decathlon, be warm, friendly and helpful. Welcome visitors and offer assistance – especially if you are working in the Welcome Tent.
- If an issue arises beyond your volunteer role capacity, seek out an intern wearing a black INTERN button, or call the volunteer department at the number located on your safety card.



## **Keep it upbeat!**

- Refrain from making negative comments about the event, sponsors (or their products), student teams, houses, staff and volunteers.
- However, positive words can be expressed at anytime!
- Smile and have fun.





## What to wear?

- You will be given an official volunteer t-shirt when you check-in OR, if your company is Edison International or Schneider Electric, your company will provide you with a t-shirt. Please arrive wearing your t-shirt.
- Education Days Mentors are provided with green t-shirts to make you visible to your students.
- You will also be provided with a hat and a water bottle.



## T-shirt Looks





## **Pants, hats, shoes & bags**

- Wear clean, comfortable pants, jeans, shorts or skirts
- Wear **EXTREMELY** comfortable, closed-toe shoes. No flip-flops.
- Solar Decathlon ball caps will be provided (while supplies last). Since ball caps do not provide comprehensive shading to one's face or ears, alternative sun hats are permitted but not supplied.
- Refrain from bringing bags, as you will have to wear what you bring. If you need to, bring a **SMALL** bag or backpack.
- We will provide sun block and a water bottle, which can be filled at the water dispenser in the Registration Tent.



## **Cancellation Policy**

- You can change your schedule on the Shiftboard up to 24 hours before your start time.
- Less than 24 hours before shift start time, you must call or email the volunteer department.
- <http://www.solardecathlon.gov/2015/volunteers.html>
- Phone: (310) 606-1573
- Email: [volunteers@confluencec.com](mailto:volunteers@confluencec.com)



## Meals and Snacks

- Please eat before or after your shift. The event does not provide you a meal and there is no place for us to refrigerate or store your food during your shift.
  - If you are working a double shift, we will arrange a meal break for you.
  - If you work for Schneider Electric, you will receive a meal ticket when you check in for your shift.
  - If you are working as a mentor for Education Days, you will be given a pizza lunch.
  - During public exhibit days (Oct. 8-11 and Oct. 15-18), food trucks will be available for you to purchase a meal or snack.
1. Feel free to carry a snack in your pocket should you need to eat during your shifts.



## Personal Possessions

- Avoid bringing bags, large backpacks, and personal possessions that you can't carry during your shift.
- Event organizers are not responsible for any belongings that are lost, damaged, or stolen.
- If you work two or more shifts, please return with your hat and water bottle and wear your Solar Decathlon t-shirt.



## Missing/found persons plan

- All personnel working this event, whether staff, production team members, vendors, or volunteers have a responsibility to assist missing or found persons.
- As a general rule, NEVER walk a found child away from the location where they were found. Most times, reunification of a parent/child occurs within close proximity to where the child was located. Moving the child will only delay reunification.
- Similarly, do not move a parent or guardian who is searching for a lost child or person from the area in which you first made contact with them. Keep them in the same area and broadcast information on the missing person over your cell phone to your supervisor.
- Information you should attempt to collect includes, but is not limited to:
  - Name and age of the missing/found.
  - Physical description (clothing, height, weight, hair color, eye color, ethnicity).
  - Location last seen/found.
  - Name and phone number of parent or reporting party.
- Always stay with the person reporting someone missing, or the found person. We need to have someone available to speak to the reporting party if questions arise or additional information is necessary.
- If a missing/found person is not reunited in a reasonable amount of time, police officers who respond to assist will instruct you where to take the missing/found person or will take control of the person and escort them to the appropriate location while reunification attempts continue.



## Emergency Plan

*(this will be on the Safety Card you receive when you check in)*

- 1) Evaluate the emergency. Take in the whole picture.  
Secure the scene to prevent further injuries.  
Move to safer location if in danger.

- 2) Get professional help.

### **Medical Emergencies:**

Contact Village Ambulance:

Primary number (949-951-6600).

Secondary number (949-614-9448).



## Other Emergencies

- Call 911 for an emergency response.
- Provide comfort and first aid, if needed and if trained.
- Remain at the scene until emergency responders take charge.
- Call or notify Solar Decathlon Headquarters (303-638-0539).



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Now you know how to get there, what to wear,  
and what to eat. But what do volunteers do?



## **Solar Decathlon Village Greeters**

Greeters welcome visitors to the Solar Decathlon and provide general information about the competition, house and docent tours, and food and restroom locations. In addition, greeters hand out event programs. Standing and walking for the duration of the shift is required.

Greeters are needed each day for eight days, Thursdays–Sundays, Oct. 8–18, from 10 a.m. to 7:30 p.m. Each day is divided into two shifts, which overlap by 30 minutes.



## Docents

Docent-guided tours are offered every 15 minutes from the Welcome Tent. In addition to performing the functions of greeters, docents lead simple, 20- to 30-minute group tours of the village and provide a one-to-two sentence overview of each house. (Talking points are on the volunteer training page.) Docents should be comfortable interacting with the public and able to answer questions about energy efficiency, solar energy technologies, and the 10 contests of the Solar Decathlon. Docents are required to do extensive study to prepare their tours. Standing and walking for the duration of the shift is required.

Docents are needed each day for eight days, Thursdays–Sundays, Oct. 8–18, from 10 a.m. to 7:30 p.m. Each day is divided into two shifts, which overlap by 30 minutes.



## **Registration Volunteers**

Registration volunteers will register volunteers at the start and completion of their shifts. Duties include confirming registration forms are complete; collecting and filing required forms; issuing t-shirts and wrist bands, and safety cards; taking photographs; and performing additional tasks as assigned. Moderate lifting is required. This is a seated position.

Registration volunteers are needed for 12 days, Oct. 7–11 and Oct. 15–18, from 10 a.m. to 7:45 p.m. Each day is divided into two shifts, which overlap by 30 minutes.



## Visitor Liaisons

Visitor liaisons monitor team house line wait times, count visitors, and answer basic wayfinding questions. Standing and walking for the duration of the shift is required.

Visitor liaisons are needed each day for eight days, Thursdays–Sundays,

Oct. 8–18, from 10 a.m. to 7:30 p.m. Each day is divided into two shifts, which overlap by 30 minutes.



## **Education Days Mentors**

Mentors greet middle-school field trip groups and stay with their assigned group until the buses leave the event site at approximately 2 p.m. There will be rotating activities to guide the students through, including about two hours in the Solar Decathlon village and up to 45 minutes for lunch. Standing and walking for the duration of the shift is required.

Mentors are needed for three Education Days on Oct. 9, 15, and 16. Mentors working Oct. 9 will begin work at 8 a.m. Mentors working Oct. 15 and 16 will begin work at 8:30 a.m.

Pizza lunch is provided. On each Education Day, there will be a drawing to win a Dave & Busters gift basket.



## **Shuttle Bus Speakers**

Shuttle bus speakers welcome visitors and provide an introduction to the Solar Decathlon as visitors ride a shuttle between the parking area and the Solar Decathlon Village.

Shuttle bus speakers are needed each day for eight days, Thursdays–Sundays, Oct. 8–18, from 9 a.m. to 6 p.m. Each day is divided into two shifts, which overlap by 30 minutes.



## **Site Operations Water Delivery/Retrieval Assistants**

Site operations water delivery/retrieval assistants help with water delivery to and retrieval from the Solar Decathlon team houses. These volunteers must be physically fit and able to lift heavy items. **Personal protective equipment is required.**

Site operations water delivery/retrieval assistants are needed on Oct. 4 and Oct. 19 from 7:30 a.m. to 6:30 p.m. Each day is divided into two shifts, which overlap by 30 minutes.



## Minimum Personal Protective Equipment

### Required during assembly and disassembly:

- Hard Hat
  - ANSI Type I or better
- Safety glasses
  - Z-87 (side shields)
- Shirt with 3-in. sleeve or longer
- Reflective vest (ANSI Class II or III)
- Long pants
- Safety boots
  - Ankle protection and steel/fiberglass toe

### May also require:

- Gloves
- Hearing protection
- Safety sunglasses
- Electrical PPE
- Goggles
- Respirator





## How do I get to work?

- By car
- By bus
- By train
- By shuttle
- By bike



- For more information visit: <http://www.solardecathlon.gov/2015/visit-directions-transportation.html>



## Helpful Links

**Docents should review these links:**

- Video: <http://www.solardecathlon.gov/2015/videos-competition.html>
- Teams: <http://www.solardecathlon.gov/2015/competition-teams.html>
- Contests: <http://www.solardecathlon.gov/2015/competition.html>
- Docent Talking Points: <http://www.solardecathlon.gov/2015/volunteers-training.html>

**All volunteers:**

- Solar Decathlon: <http://www.solardecathlon.gov/>
- Teams: <http://www.solardecathlon.gov/2015/competition-teams.html>
- Contests: <http://www.solardecathlon.gov/2015/competition.html>
- Videos: <http://www.solardecathlon.gov/2015/videos.html>
- Forms: <http://www.solardecathlon.gov/2015/volunteers-forms.html> Volunteer trainings:
- Solar Decathlon History: <http://www.solardecathlon.gov/past.html>
- Solar Decathlon International: <http://www.solardecathlon.gov/international.html>
- About the Solar Decathlon video: Length: 2:32 <https://www.youtube.com/user/DOESolarDecathlon/>
- Sponsors: <http://www.solardecathlon.gov/2015/sponsors.html>
- Transportation: <http://www.solardecathlon.gov/2015/sponsors.html>



## **Be Flexible!**

There may be some occasions where we are overstaffed or understaffed for certain roles. We may ask you to be flexible and serve in the position with the greater need.

## **We still need volunteers!**

Kindly spread the word! Share on social media.

[www.solardecathlon.gov/2015/volunteers.html](http://www.solardecathlon.gov/2015/volunteers.html)



## Volunteer Team



Mary-Lyn Chambers, Volunteer Manager  
Heather Stafford, Volunteer Coordinator  
Maureen Purcell, Volunteer Coordinator  
JR Marquez, Volunteer Coordinator

Contact:

Phone: (310) 606-1573

Email: [volunteers@confluencec.com](mailto:volunteers@confluencec.com)



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**THANK YOU FOR VOLUNTEERING AND INTERNING!**

