AGGIE RING DAY
VOLUNTEER TRAINING
Aggie Ring Day

Three times a year,
The Association of Former Students
helps distribute thousands of Aggie Rings at one of the most anticipated events in an Aggie’s life:

Aggie Ring Day!
Volunteer Philosophy

All volunteers are an extension of The Association of Former Students’ staff when you are distributing Aggie Rings.

Display a **positive**, customer-focused attitude and treat all individuals with **courtesy** and respect.

Manage each experience with the highest level of **service** and **enthusiasm**.

Seek opportunities to **exceed expectations** and develop **lasting relationships**.

Lead with **positive example** of living out the Aggie Core values.
Aggie Ring Tradition

• Every Aggie’s experience is different
  • Please do not impart your personal preferences or interpretations of ways it “should be done” onto others.

• Be mindful of our diverse population, and be sensitive to what may seem non-traditional to you
  • Type of metal, finger they chose to wear ring, female ordering large ring or vice versa.

• “What finger should I wear my Aggie Ring on?”
  • Most people will wear it on their right ring finger, but it is their Aggie Ring and they should be proud to wear it as they feel most comfortable
Which Direction?

Current students wear their Aggie Ring with their class year facing them, symbolizing that their time at Texas A&M is not yet complete. At Ring Dance or Commencement, their Aggie Ring is turned around, with their class year facing outward, symbolizing they are ready to face the world.
Guide to Presenting the Aggie Ring

Step #1

• Greet each student with a big “Howdy!”

• Assure the recipient that this is their day and a special time for them, their family and any friends that have come to share this moment.

• Be engaging and enthusiastic! Students and families are often comforted seeing a smiling happy face.
Guide to Presenting the Aggie Ring

Step #2

• Ask the student for **two** forms of ID:
  • Ring Receipt
  • Drivers License (look at first 4 digits)
  • Student ID
  • Passport

• Check to ensure the information on their IDs and signature list match. Many rings have a similar engraving.

• Student needs to sign and date next to their name on the list, verifying that they have received their Aggie Ring.
Each student will have a Ring Ticket that allows them in the building at a specific time to pick up their Aggie Ring.

The Ring Ticket cannot be used as a form of identification.

The Ring Receipt is an acceptable form of identification.
Step #3

• After finding the student’s Ring box, ask the Ring Recipient if they have someone who will be presenting their Ring to them.

  If **yes**, give the closed wooden box to that person. They will open it up and say a few words to the student while presenting the Ring.
  • Each person will do this part differently and is completely open to however the student wants to do it.
  • Depending, this might be a good time to mention the tradition of wearing the Aggie Ring (see previous slide).

  • If **no**, open the box and hand it to the student, with the Ring still in the box.
    • Try to make it special by letting the student know this was hard earned and they’re part of the Aggie Network.
Guide to Presenting the Aggie Ring

Step #4

• After the recipient has their Aggie Ring, have them verify for correctness
  • Class Year & Engraving

• At the conclusion of the presentation, give the recipient the white box and brochure
  • The brochure explains the symbols and history of the Aggie Ring
  • You may shake hands with the students and family, and thank them for the opportunity to participate in their special day.

• As a volunteer you have the opportunity to make this presentation unique and special for the new Aggie Ring recipient, family and friends.

• Don’t stress or tease recipients, avoid evoking stress or concern. Stay positive and engaging.
Helpful Hints for Volunteers

Dress Comfortably.
• Rooms tend to be warm with hundreds of people in them all day
• Work attire or Aggie apparel is encouraged
• Wearing your department name tag is encouraged

Wear Comfortable Shoes
• Shifts require constant standing

Eat Before
• Bottled water will be available
• Bring small snacks if you might get hungry
Parking on Ring Day

With Valid Parking Permit:
- Parking is available in Lot 100 (Reed Arena)

Without Valid Parking Permit
- Visitor Parking in West Campus Garage (John Kimbrough Blvd.)
- Aggie Ring Day shuttles will run from West Campus Garage to the Alumni Center
- Cain Garage is another alternative option
- You may also purchase a pre-paid temporary parking pass directly from Transportation Services at tx.ag/VisitParking
Volunteer Check-In

• Arrive at the Clayton W. Williams, Jr. Alumni Center approximately **15 minutes** before your scheduled shift.

• Upon arrival, check-in at the **volunteer tent** located on the veranda of the building (green box with star on the map).

• Each volunteer will require a **volunteer badge** and **station card** to enter the building, which is picked up at check-in.

• Find more detailed info: tx.ag/AggieRingVolunteerMap
If you’re a current donor with The Association, don’t forget to pick up your donor button at check-in.

Want a button? Become a donor!

Visit tx.ag/give

All funds raised towards the Annual Fund make a lasting impact on the Texas A&M community through academic scholarships, fostering student organizations, Aggie traditions, faculty development and recognition, and perpetuating the ties of affection an esteem among former students.

Did you know?
Faculty, Staff and Recent grads (less than 3 years) receive a 50% discount on Century Club Memberships!
Aggie Ring Concerns

• **DO NOT MOVE RINGS FROM YOUR STATION’S BOX**
  - Some rings have been moved to a specific stations at the request of a volunteer or student. Their information should be documented on the corresponding signature sheets.

• If you have any problem, such as:
  - Cannot locate a Ring
  - Student does not have identification
  - Ring is incorrect or does not fit
  - Any concerns with Rings

→ Please find the Aggie Ring Office Staff member at the Information Table in your Ring Delivery Room to assist you.

They will be wearing a **NEON YELLOW** Aggie Ring Day Staff shirt.
Traffic Flow Concerns

Each group is allotted 15 minutes to receive their Aggie Rings before the next group is called.

This means we all have to move **quickly**.

Volunteers taking pictures can slow down the process.

Please be aware of your line – your best judgment will keep the traffic flowing.

So… Offer to take pictures if your line is short, or if the student does not have anyone with them.

However… If your line is longer, please do not offer to take pictures, because the delay may hold up calling in the next group of students.

If your line has cleared and your neighbor’s line is long, you may help them by assisting the next student in line.

**Remember:** Congratulations! And keep ’em moving…
Photo Opportunities

• Encourage families to go outside to take pictures as space and time are limited in the Ring Rooms.

• Outside, they will find the following photo locations:
  1) 2 ring crests on the grounds of the Alumni Center
  2) Bus 12
  3) Spirit of '02 Cannon (limited hours)
  4) Interlocking Ring Sculpture (a gift of the Class of '94)
  5) The Hansen Memorial Fountain

PLEASE NOTE
REENTRY TO THE HAYNES RING PLAZA IS NOT PERMITTED FOR PICTURES ON RING DAY – ENCOURAGE FAMILIES TO COME ON SATURDAY OR AFTER RING DAY CONCLUDES IF THEY MUST TAKE A PICTURE WITH RING STATUE
Things Students Should Hear

“Congratulations on earning your Aggie Ring!”

At Ring Dance or Commencement, their Ring is turned around, with their class year facing outward, symbolizing they are ready to face the world.

Current students wear their Ring with their class year facing them, symbolizing that their time at Texas A&M is not yet complete.

“We are proud of your accomplishment!!!”
Weather Plan

• Aggie Ring Day will continue as planned on most rainy days, however expect some delays in the event of severe weather such as thunderstorms/lightning, heavy rain, and/or high winds.

• The event may be delayed for the safety of our guests, but will reopen as soon is safe.

• If The Association has advance warning that severe weather is imminent for the majority of Aggie Ring Day, a “rain plan” relocation of the event may be enacted.
Volunteer Agreement

By signing this volunteer participation agreement, I acknowledge that serving as a Ring Distribution Volunteer it is a privilege and I agree to the following terms:

• To participate in the Aggie Ring Distribution volunteer activity through The Association of Former Students
• To accept guidance and decisions of The Association staff members
• To abide by all of the rules of conduct governing The Association staff members
• To always wear a volunteer name badge when on duty
• To display a positive, customer-focused attitude and treat all individuals with courtesy and respect
• To maintain confidentiality of all proprietary or privileged information whether this information involved an individual, staff member, volunteer, patron or involves The Association business.
• To report on time as scheduled, check in with staff upon arrival and perform delegated tasks only
• To notify the Aggie Ring Volunteer Coordinator if I am unable to keep my assigned shift time
• To perform only those activities that I have been assigned, that I am comfortable doing, and that I feel I can accomplish safely
• To complete the Volunteer Training by the designated due date
Permission-Use of Photographs/Video: I grant my full permission to The Association of Former Students to use my name, any photographs or video for promotion/publicity purposes or for volunteer recognition without obligation or liability to me.

Health Condition of Participant: Participants must be able to safely participate in volunteer activities. By signing this participation agreement, I agree that: 1) I can participate safely in the specified activity, 2) I will participate in the specified activity within my ability and skill level, 3) I must supply my own health insurance and will bear all financial responsibility for any medical treatment arising from participating in volunteer activities at The Association of Former Students.
Release of Liability: I acknowledge that I am understand and that I do hereby, for myself, the members of my family and spouse if I am alive, and my heirs, assigns, and personal representatives if I am deceased, RELEASE LIABILITY, WAIVE, FOREVER DISCHARGE, AND COVENANT NOT TO SUE The Association of Former Students and all of its officers, faculty, employees and volunteers (hereinafter referred to as “RELEASEES”) from any and all claims, demands, actions, or causes of action on account of injury to persons or property or on account of my death which may occur from participation as a Volunteer of The Association of Former Students. I do hereby expressly agree to refrain from brining suit or proceedings at law or in equity or otherwise as provided by law against any of RELEASEEES on account of any and all such claims, demands or causes of action.

Indemnification: I further AGREE TO IDEMNIFY AND HOLD HARMLESS the RELEASEEES from any loss, liability, damage, or cost, including court costs and attorneys’ fees that may incur due to my participation as Ring Distribution Volunteer of The Association of Former Students.
Thank You!

The Association of Former Students thanks you for exemplifying our Aggie Core Value of Selfless Service and volunteering for this very special day.

We look forward to seeing you for Aggie Ring Day.