

INTO THE STREETS OFFICIAL GUIDE - FALL 2023

We are so grateful for you and your willingness to serve. We look forward to seeing the impact we can all have by coming together to say thank you to the community of Stillwater!



OUR MISSION: “Into the Streets unites students on Oklahoma State University’s campus to build COMMUNITY, STRENGTHEN LEADERSHIP, and most importantly SERVE STILLWATER.”

INTO THE STREETS HEADQUARTERS

On the day of the event, the ITS Headquarters will be your point of contact for any questions or concerns that you have! Our phone number is (405) 744-6502. We recommend that you enter this number into your contacts as “ITS HQ”, and then share that contact with your group. Some examples of when you should call Headquarters include:

- If you arrive at the job site and the resident isn't present
- If you feel unsafe at your job site
- If there are not enough tools to complete the job successfully
- If not enough people from your group show up and you need additional help

If you find yourself in an emergency, please call 911. If you sustain any personal injuries, please ensure the safety of yourself and of those around you and then call our Headquarters phone line so that we can connect you with the support you need. We are here to encourage and support you on November 11, 2023, and are so grateful that you're serving with us!

Phone Number: (405) 744-6502

Location: Wes Watkins Parking Lot – 207 N University Pl, Stillwater OK 74075



THE DAY-OF

November 11 | What to Expect and How to Prepare

Preparation

The jobsite information of the resident you will be serving will be sent to the Jobsite Leader. This will include their address and phone number. This information will likely be received the week before the event. Prior to November 11th, the Jobsite Leader should call your job site. Let the resident know that students will arrive by 10 am on November 11th and that you will be completing service for a maximum of 4 hours that day. Introduce yourself and let them know that you and your organization or group are excited to serve them! If they don't answer, leaving a message is fine!



Arrival and Volunteer Check-In | 8am – 9am

Volunteer Check-in will occur at the South West Watkins parking lot. It will be a long row of tables under a tent and will begin at 8 am and end at 9 am. Jobsite leaders are responsible for checking their group in - the rest of the group should not go to Volunteer Check-in to avoid any congestion or confusion in the area. Upon completion of the Jobsite Leader training, Jobsite Leaders will receive an email that includes your jobsite number, address, and phone number. When you get in line for Volunteer check-in, make sure to have your OSU ID, jobsite number, number of volunteers in your group, and address of your job site pulled up and ready to show. Once we check you in, you will be directed out of the South lot and to the North lot which directs you to which line you will be in to receive your tools over at Tool Distribution. You are now checked in to serve at Into the Streets!

NOTE: All participants HAVE to stay with their Jobsite Leader. Student volunteers cannot go to any job site that they are not assigned to. They must stay with their Jobsite Leader and stay in the group that they were assigned to.

Tool Distribution | After Volunteer Check-In

After the Volunteer Check-In, Job Site Leaders will be directed to the northern lot to pick up their tools. (If you're in a group, only a few of you need to get in line). When you get to the front of the tool line, please have your jobsite number readily available for our staff to look you up in our system! As soon as you receive your tools, you are free to go to your assigned resident's house or the kickoff activities.

Kickoff Activities | 8am – 9am

The Kickoff Activities will begin at 8:00 a.m. on November 11th. This will be a time to gather with your group, play yard games, and eat some food before breaking off and going to serve all of our separate job sites! There will be sponsors throughout the Wes Watkins lot and on the practice field giving away different foods and treats. All volunteers must leave for jobsites by 9am. We are so excited to see you on the day of!

Free Parking

We encourage you to carpool and drive to the Kickoff Activities in the morning. Free parking will be available in lot 24, lot 26, lot 109, lot 109 A B & C, lot 10, and lot 10A. The Monroe Garage and the OSU Parking Services Garage are available, but you will be required to pay.

Serving at your Jobsite

Arrival at your jobsite should be no later than 9:30 am. When you arrive at your job site, the resident will be there to tell you what to do. Introduce yourself and start a conversation with them - they are so excited to see you! One of the best parts about this event is that we get to connect with the community of Stillwater which makes this place our home!

- If the resident is NOT there, call the ITS Headquarters immediately.
- Residents may offer you food or drinks, and you are more than welcome to accept. Residents are not at all required or expected to provide lunch or refreshments to volunteers.
- Students are NOT allowed to use any power tools (anything operated by battery, motor, electricity, etc. - this includes things like vacuums or drills) or use any ladder above 6ft.
- If anyone in your group needs to leave early, they must make sure the Jobsite Leader is aware, and ensure that at least 2 students are left working at the job site.
- Tools MUST be returned right when you are finished serving - do NOT go out to eat with your group or hang out before bringing them back. We cannot leave until we have all the ITS tools back.
- If anyone serving at your job site feels uncomfortable for ANY reason, please leave the job site immediately and call the ITS Headquarters.

After You Serve and Bring-back Tools

After you have completed serving at your resident's house, double-check that you have ALL the ITS tools that you came with before you leave. One person (or one car) from your group

needs to return to campus and enter the northern Wes Watkins lot for Tool Bring-Back. Please do not have multiple cars for the same job site, we want all tools in ONE car. We will have staff directing and controlling traffic flow to ensure safety and efficiency. Please be patient if the lines are long - we are moving as fast as we can! Once you get to the front of the line, have your job site number ready to show our staff. Do NOT get out of your car. Instead, direct our staff to where the tools are located, and we will take care of it for you! Once all the tools are returned our staff will direct you out of the lot.

Free Lunch | After you are done serving

After you have completed your service at your job site, return to the North Wes Watkins lot to return your tools. Then come to the Wes Watkins practice field for free lunch! You will be asked to fill out a feedback form. Please fill this form out on your phone, show the submission, and then get your free food! Enjoy yard games and this community made through service.



FAQ

Student Frequently Asked Questions

When is Into the Streets?

This semester Into the Streets will happen on Saturday, November 11.

When should we arrive on campus on the day of?

Arrive for the pre-volunteer festivities from 8:00-8:30 am Check-In will begin at 8 am and Tool Distribution will occur right after you checkin. The Into the Streets Team welcomes you to Kickoff festivities on the Wes Watkins playing field from 8am – 9:30 am. At 9:30 am everyone still at the Kickoff Festivities will be dismissed to go begin volunteering.

Where is the volunteer check-in on the morning of Into the Streets?

Volunteer check-in will be in the Wes Watkins parking lot. Please walk or park in the lots nearby. There will not be parking on site for check-in.

Where can I park for free?

Free parking will be available in lot 24, lot 26, lot 109, lot 109 A B & C, lot 10, and lot 10A.

When should I arrive at the jobsite?

Please arrive at your jobsite no later than 9:30 am. The Into the Streets team will begin calling jobsites at 10 am to ensure your group has arrived.

How long will a job last on the day of?

Job lengths will depend on the site you are at. Volunteering will begin at 9 a.m. and end at 1 p.m. You are free to leave after 4 hours even if the job is not fully complete.

I, or one of the volunteers in my group, need special accommodations. What do we do?

You can make a note of this on the sign-up form when signing up! You may also email us at intothestreets@okstate.edu with any questions or concerns regarding this.

What are my responsibilities if I'm told that I'm a Job Site Leader?

Jobsite leaders are. Responsible for completing the Jobsite Leader training which will be in person during the week prior to Into the Streets. Upon completion of this training, they will be sent the details of their job (including job site contact information and job site number). This email will include the jobsite number that they will need to check in at Volunteer Check-In on the day-of. Completing the Jobsite Leader training is the ONLY way to receive your job site information and is absolutely mandatory!

What is Volunteer Check-In on the day-of, and how does it work?

Come find the Into the Streets Check-In tent in the South Wes Watkins parking lot. Here our team will help check you in. Please provide your OSU ID and jobsite number. After checking in, our team will lead you to the line to join for Tool Distribution.

How does Tool Distribution work? Is it the same as last year?

Tool Distribution will be slightly different than how it was last year. Please check in at the Into the Streets tent prior to coming to tool distribution. Bring your jobsite number to the tool distribution area. This helps our team know how many tools to give you. Please bring 2-3 other people with you to help grab tools to take to your job site. If your group needs large tools you will be notified prior to the day of the event with specific instructions on how your tool distribution will occur.

What if the jobsite contact is not present when participants arrive at the jobsite?

If participants arrive and the job site's contact person is not there, call ITS Headquarters to report the situation; no service can occur if the resident is not there.

What if the resident asks us to stay for more than 4 hours?

Our residents are informed of the 4 hour volunteer limit. If for some reason they are asking you to stay you can kindly reiterate the expectations for Into the Streets 4 hour limit. You can stay to complete the project if you wish, but this is completely optional. If problems occur please call the ITS Headquarters.

What if there is rain/inclement weather?

If there is rain/inclement weather, please check our social media and website for updates on the status of our event. We will put the event on under most conditions and will only cancel if there is extreme weather. Please be weather-aware and dress accordingly.

What if members of my organization need to leave the job site early?

If members need to leave the job site early, make sure they inform their Job Site Leaders and that at least 2 students are left working at the job site. When the job is completed, students are still expected to return the tools to ITS Headquarters.

What if they offer us food or drinks?

Residents are NOT required to provide food and drinks, but some like to. If so, please be weary of any dietary restrictions members of your group may have. If anyone has severe food allergies, we recommend calling your job site ahead of time. Other than that, feel free to enjoy!

Can we use power tools or get on the roof?

Under NO circumstances are students allowed to use power tools on the day of ITS. This includes:

- Lawnmowers

- Weedeaters
- Chainsaws
- Vacuums
- Drills
- Etc.

Students are also not allowed to be on the roof of a building for any reason whatsoever or use a ladder over 6 ft for any task. If a resident asks that you perform a job that requires the use of a power tool or getting on a roof, kindly inform them that due to insurance constraints, ITS does not allow the use of any power tools, completing tasks on the roof of a building, or using a ladder over 6 ft. Residents are already aware of these things! In the instance that they don't comply, call ITS Headquarters.

What if participants feel unsafe at a jobsite?

If you feel unsafe at the jobsite, individuals at the jobsite, or any other factor, please leave the job site immediately and call Into the Streets Headquarters: (405) 744-6502. Your safety is always our top priority.

What if I am experiencing a problem I don't know how to solve on the day-of?

Call Into the Streets Headquarters (405) 744-6502 or look for someone in a Into the Streets exec shirt if you're on campus.

