



2022 Football Season Group Guidelines

The MSU Police Department appreciates the assistance your group and its members provide during the Football season. Our main responsibility is assisting with traffic flow, parking, pedestrian crossing and customer assistance. Please share this information with every member volunteering for your group.

Everyone is required to check-in. Check in is located in Ramp 5 (Trowbridge Ramp directly across from the Police and Public Safety Department). When you arrive, inform the parking attendant(s) at the ramp entrance you are here to assist MSUPD with parking and park anywhere in the ramp. Tables will be set up in the CATA lobby near the front of the ramp (Trowbridge) where each member is required to sign in individually and receive their game assignment.

KICKOFF: 15 minutes after Kickoff all members of your group will return to the Communication Arts Building, Room 147 (next to Ramp 5) for checkout and/or outbound assignment. Each member will receive one voucher to attend the game, attendance is not obligatory and those with an outbound assignment will not be able to watch the entire game.

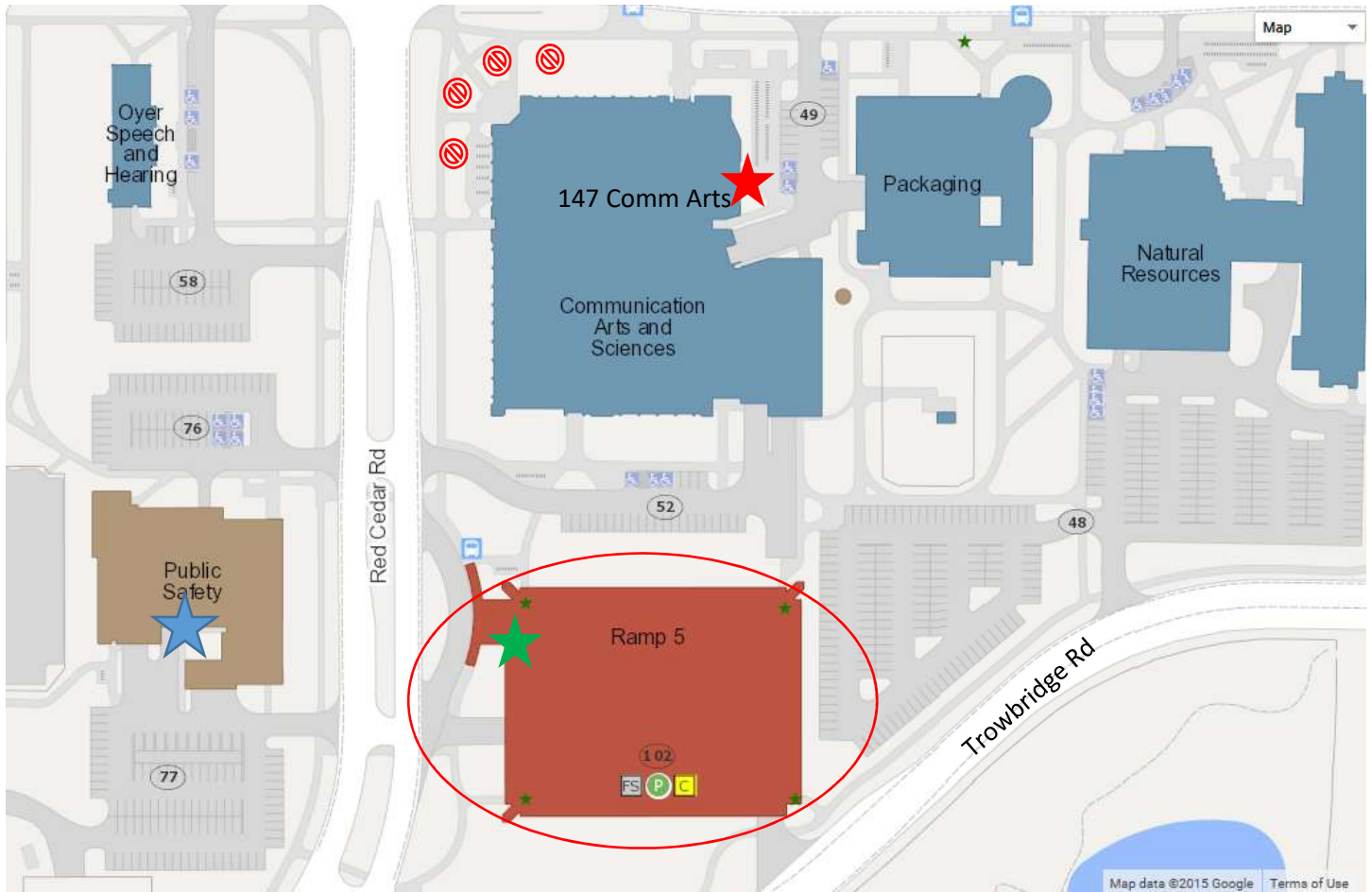
OUTBOUND: **At 10 minutes left in the 3rd quarter** go to your outbound assignment. When your outbound assignment is complete, go to the MSU Police and Public Safety Department back lot, Lot 77 to return your vest and sign out.

- Working members are required to be 16 years and older and accompanied by an adult
- Remain **awake, alert** and **approach customers** that have questions
- Remain professional, you represent the MSU Police Department
- Questions on post may be directed to your group leader
- Keep traffic vest on at all times
- Keep barricades up at all times
- 1 person must remain at the post at all times
- Limit cell phone usage at post
- Do **NOT** take money from ANYONE (could face criminal charges)
- Do not solicit autographs
- Return any and all equipment given to you at sign out.
- You are representing the MSU police department, please act in a respectful and courteous manner.

Each member will earn \$TBD an hour. **This will be paid in a lump sum (one time deposit) at the end of the football season** and will be deposited into your MSU organization account (student organizations) or will be mailed to your organization (non-MSU affiliation). This is usually deposited in December or as late as January of the following year.

DATE:	Report Time:	Lots open:	Kick Off:	Approximate End Time:
Sept 2	TBA			
Sept 10	TBA			
Sept 24	TBA			
Oct 8	TBA			
Oct 15	TBA			
Nov 12	TBA			
Nov 19	TBA			

Contact: Kari Jenks @ jenksk@police.msu.edu AND Steve Grice @ grices@police.msu.edu



Park in Ramp 5 in a valid parking space. Do not park on sidewalks or the grassy area by trees on the corner of Comm Arts at Wilson Road and Red Cedar Rd

★ Meeting location in the morning for incoming assignments

★ Checkout, ticket vouchers and outbound assignments

★ Checkout after outbound assignment