



We the People
THE CITIZEN AND THE CONSTITUTION

FLOOR SUPERVISOR DESCRIPTION

NATIONAL FINALS 2019

Coordinators and volunteers designated as floor supervisors on Saturday, April 27, and Sunday, April 28, will serve in this role for two half-day shifts unless otherwise noted. Please check the Floor Supervision Assignments list and Floor Supervisor Division Schedule for your schedule.

Any questions regarding your assignment may be addressed during the Floor Supervisors' Orientation session on Friday, April 26 at 5:00 p.m. at the National Conference Center, North Building, room 849, fourth floor.

Floor Supervisor Responsibilities

- At the start of your shift, meet your crew chief in the agreed upon location determined at the orientation meeting Friday evening. Pick up "Hearing in Session" signs and any signs for states participating in the next session.
- Post signs in front of the appropriate rooms. Ensure rooms are arranged with two front tables and chairs for students (6), judges (3), and a timer (1). Report concerns to your crew chief.
- **Direct classes** to their hearing rooms after dismissal from the orientation, and to the exit after completion of their hearings. See the Floor Supervisor Division Schedule for approximate arrival and departure times. Your crew chief will provide you with additional instructions onsite.
- **Control access to the hearing room.** From the time judges enter a hearing room and the door closes to the time the judges leave, no one should enter the room. During *hearing intervals*, entry is allowed *only* to the following:
 - Students from the competing class: state and school name on badge
 - Teachers from the competing class: blue tag, state, and school name on badge
 - State coordinators: yellow tag on badge
 - Parents and guests of a specific class: state name on badge
 - Chaperons from the competing class: gold metallic tag, state, and school name on badge
 - Center for Civic Education staff: red tag on badge
 - Judges: violet tag on badge
 - International visitors: gray tag
 - Members of the Center's board of directors: green tag
 - Media: press passes
- **Control number of visitors in room.** Hearing rooms may be limited in seating capacity. The number of open seats depends on the class size and number of visitors. Visitors may stand in the back of the room unless otherwise directed, based on fire codes or the discretion of the teacher.
- **Monitor students during hearings.** Students leaving a room at the end of a unit should be reminded to return promptly. If a student returns after the next hearing begins, have them wait quietly with you until the next interval. They should not wander through the halls.