General TEAM Information
Meetings: Generally every other Thursday from 7 – 8 p.m. in 114 Marston
Webpage: http://www.eng.iastate.edu/team

Board: teamboard@iastate.edu
President: Eric Olinger eolinger@iastate.edu
Events: Kaila Krieser kaila@krieser.com
Business Manager: Matthew Burmeister mab1@iastate.edu
Tour Scheduling: Jessica Mueller muellerj@iastate.edu
Website: Krystina Furst kmfurst@iastate.edu
Tour Information: Sydney Brady sbrady@iastate.edu
Social: Jeff Brabec jjbrabec@iastate.edu
Recruitment/PR: Amy Selvik amselvik@iastate.edu

Tours: Daily from 2:10 – 3 p.m. and Special Events
Members are asked to sign up for a daily tour once a week unless their class schedule does not allow this. Usually the tour group will split into two sections and alternate weeks. These tours leave from the hallway outside of 110 Marston.

There are several special tours and events that TEAM helps with throughout the year. These include:

・ **EIS – Experience Iowa State:** These are several days throughout the semester when Iowa State has special visit days for high school students and families. TEAM gives an extra tour on these days.

・ **Dean’s Breakfast:** On some of the EIS days, the College of Engineering hosts a breakfast for potential engineering students and their families. The Dean or another member of the Dean Team attends. TEAM members eat with the families and speak briefly about something they have been involved with at Iowa State.

・ **RLT – Road Less Traveled:** A group of junior high or high school girls come to campus to learn about science and engineering opportunities for women. TEAM gives a tour as one of their activities during the day.

・ **Senior Visitation:** During E-Week (September 15), TEAM helps out when high school seniors visit campus. Tours are 10:00-10:50 and 11:00-11:50. There will be no ‘regular’ 2:10 tour this day.

・ **Scholar’s Day:** In the spring (February 26), high school seniors who have been offered admission and a scholarship to the College of Engineering come for a visit day. TEAM helps out with activities and tours throughout the day.

Attendance Policy:
It is very important that everyone attend our meetings since this is where we do tour training, sign up for events, and get to know each other, therefore:

Members must attend every TEAM meeting unless you have:
- Class
- An exam or Q & A session before an exam
- An illness
- An emergency
- Work
- A VALID Reason

If you cannot attend for one of these reasons, you need to email our business manager, Matthew Burmeister (mab1@iastate.edu). Emailing the business manager will excuse you from attending that meeting.

If the business manager is not contacted, you will receive an unexcused absence.
- After one unexcused absence, you will be notified that you received an unexcused absence
- After 2 unexcused absences, you will be removed from TEAM's roster