



**Deadline to turn in this form:**  
 February 24<sup>th</sup>, 2017  
**EVENT: MARCH 11<sup>th</sup>**  
 Please return to: arhinefort@child-care.org

**Volunteer Information**

**Personal Information**

Full Name: \_\_\_\_\_  
*Last* *First*

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_ *City, State* *ZIP Code* *County*

Home Phone: ( ) \_\_\_\_\_ Alternate Phone: ( ) \_\_\_\_\_

E-mail Address: \_\_\_\_\_  
 Employer & Position or School & Grade: \_\_\_\_\_

**Emergency Contact Information**

Full Name: \_\_\_\_\_  
*Last* *First* *M.I.*

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_ *City* *State* *ZIP Code*

Primary Phone: ( ) \_\_\_\_\_ Alternate Phone: ( ) \_\_\_\_\_

Relationship: \_\_\_\_\_

**If under 18 years of age**

Parent/Guardian Name: \_\_\_\_\_ *Minor's DOB*

Signature: \_\_\_\_\_ *Date*

**I am available to volunteer:**

**Administrative Help at 4C:**

Week of March 6<sup>th</sup>-10<sup>th</sup> 8am-5pm  
 Specify Date/Time: \_\_\_\_\_

Week of March 14<sup>th</sup>-17<sup>th</sup> 8am-5pm  
 Specify Date/Time: \_\_\_\_\_

**Spring Conference Event Help at First Christian Newburgh:**

Saturday, March 11th

7a-9a

10a-12:30p

7a-3p

Job Preference\* (see back of form): \_\_\_\_\_

T-shirt size:

- S  M  L  XL  2XL  3XL  
 4XL  5XL

Room Host Preference\* \_\_\_\_\_

\*Not a guarantee

# Spring Conference Volunteer Job Descriptions

## **4C Book Fair (10am-12:30pm)**

Help shoppers find what they are looking for, take payments for items at the book fair, and help pack up at the end of the day.

## **Float (10am-2pm)**

Be available to help people find their room. Have a map with you. Help room hosts find other staff or equipment. Circulate room to room and take pictures. Be courteous of presentations when taking pictures and video.

## **Greeter (7am-9am)**

Give a warm welcome to participants, give directions, and have a map with you. Greet participants at worship center entrance before keynote. ***Make sure no one takes food or drinks into the worship center.*** Help participants find seats. Encourage them to sit toward the front. Once all attendees are seated, you may attend keynote presentation if you choose. Circulate throughout the Worship Center after the keynote and pick up any trash or lost/found items.

## **Gym Help (10am-12:30pm)**

Circulate throughout the gym and offer help to participants and vendors. Help with Vendor Activity.

## **Pre-Paid Registration (7am-9am)**

Have participants sign in and give each a folder, nametag, and bag. **Make sure participants initial next to their name to indicate attendance.** See Krista Wedding for more instructions.

## **Presenter/Vendor Help (7am-3pm)**

Help any presenters or vendors bring materials to their room/table. Presenters and vendors will check in at the Presenter/Vendor table. Help vendors pack up their materials.

## **Refreshments (10am-12:30pm)**

Help replenish snacks and drinks, wipe down attendee tables, and keep refreshment tables tidy. Stagger snacks so that there is not a lot out at once. Clean up at the end.

## **Room Host (10am-12:30pm)**

***Stay in the room.*** Use "Room Host Responsibilities" sheet. Main room hosts will have workshop labels. Some rooms have the computer in the back of the room and will need a room host to guide the power point.