



2016 PATH Intl. Conference and Annual Meeting **VOLUNTEER JOB DESCRIPTIONS**

Set Up and Tear Down

These volunteers will help with unpacking, packing and inventorying of merchandise at the merchandise booth. They may also assist with setting up the registration area, setting out signs or other small tasks.

Registration Desk Volunteer

Hand out conference registration packets and registration bags. Any registration issues will be deferred to PATH Intl. staff.

Silent Auction Volunteer

Monitor silent auction tables and items, assist attendees with questions, bag items for distribution at close-out. Only PATH Intl. staff will handle money at close-out.

Ticket Takers

These volunteers will check for proper wristbands and guest tickets for admittance into meals and sessions.

Room Monitor for Educational Tracks

These volunteers may be asked to introduce the speaker (unless the speaker prefers to do it themselves), welcome attendees, distribute handouts and evaluation forms, assist with lights and audio visual, etc. (any AV problems will be handled by PATH Intl. staff members).

Merchandise Booth

Assist PATH Intl. staff with the sale of merchandise, restocking tables, sorting and searching for sizes, and answering questions. Only PATH Intl. staff will handle actual sale.

Bus Monitors

Help horse expo attendees board buses and provide related handouts.

Please fill out the portion below and return to:

Pebbles Turbeville

Volunteer Chair

PATHconfVol2016@gmail.com

Note: We would like to provide all volunteers with a free conference registration; however, it is not financially feasible. In appreciation, all volunteers who work a shift for a minimum of 4 hours will receive a merchandise coupon to use at the PATH Intl. merchandise booth during the conference. PATH Intl. will also provide lunch.



2016 PATH Intl. Conference and Annual Meeting VOLUNTEER CONTACT INFORMATION

Name:

Mailing address:

Center Represented:

Email address:

Home Phone:

Cell:

Best Time to Call:

Preferred Form of Contact: Email Home Cell

Days / Hours available (please include all that apply)

6 a.m. – noon Noon – 6 p.m. 6 – 10+ p.m.

Wednesday November 4th

Thursday November 5th

Friday November 6th

Saturday November 7th

Preferred type of assignment:

First choice:

Second choice:

Third choice:

Please see volunteer job descriptions on previous page.