



2017 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. Approximate times needed: Tuesday, November 7th from 12:00pm – 6:00pm, Wednesday, November 8th - Friday, November 10th miscellaneous times throughout the day.

Registration Desk Volunteer

Hand out conference registration packets and registration bags. Any registration issues will be deferred to PATH Intl. staff. Approximate times needed: Tuesday, November 7th from 6:00pm – 9:00pm, Wednesday, November 8th from 7:00am – 7:00pm, Thursday, November 9th from 7:00am – 7:00pm and Friday, November 10th from 7:00am – 7:00pm.

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. Approximate times needed: Thursday, November 9th from 7:00am – 7:00pm and Friday, November 10th from 7:00am – 7:00pm.

Ticket Takers

These volunteers will check for proper conference identification (i.e. guest tickets, badges) for admittance into meals and sessions. Approximate times needed: Miscellaneous throughout conference.

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). Approximate times needed: Wednesday, November 8th from 9:00am – 4:00pm, Thursday, November 9th from 9:00am – 4:30pm and Friday, November 10th from 7:00am – 6:00pm

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. Approximate times needed: Wednesday, November 8th from 7:00am – 7:00pm, Thursday, November 9th from 7:00am – 6:00pm and Friday, November 10th from 9:00am – 5:15pm.

Bus Monitors

Assist the PATH Intl. staff with the loading of buses (ensuring that attendees that reserved a seat during registration are loaded first) as well as provide any related handouts and/or information. Approximate times needed: Saturday, November 11th from 7:30am – 8:30am and 2:30pm – 3:30pm.

Please fill out the portion below and return to:
Denise Reding Volunteer Chair

For questions pertaining to volunteering in any of the above positions please contact Denise at denise@upward-transitions.org or 210.867.1188.

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.



2017 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.

Tuesday, November 7th

Wednesday November 8th

Thursday November 9th

Friday November 10th

Saturday November 11th

Preferred type of assignment:

First choice:

Second choice:

Third choice:

Please see volunteer job descriptions on previous page.