



CONFERENCE AND
ANNUAL MEETING

ORLANDO
FLORIDA
OCTOBER 25-27, 2018

2018 PATH Intl. Conference and Annual Meeting

VOLUNTEER JOB DESCRIPTIONS

Note: The 2018 Annual Conference agenda has been revised.

Thursday, October 25th – Expanded preconference workshop offerings (hotel and arena)
Friday, October 26th and Saturday, October 27th – General Sessions and workshops

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: Wednesday, October 24th - Saturday, October 27th at various times.

Registration Desk Volunteer

Hand out conference registration packets and registration bags. Any registration issues will be deferred to PATH Intl. staff. Approximate times needed: Wednesday, October 24th from 6:00pm – 8:00pm, Thursday, October 25th from 7:00am – 7:00pm and Friday, October 26th from 7:00am – 5:00pm.

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, October 25th from 1:00pm – 7:30pm, Friday, October 26th from 7:00am – 7:00pm and, Saturday, October 27th from 7:00am – 12:00pm

Directional Assistance

These volunteers will assist attendees in locating specific classrooms as well as assist with seating at the Regional Networking Breakfast. 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: Thursday, October 25th from 9:00am – 4:30pm, Friday, October 26th from 7:00am – 5:00pm and Saturday, October 27th from 7:00am – 4:00pm.

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: Thursday, October 25th from 1:00pm – 7:30pm, Friday, October 26th from 7:00am – 7:00pm and, Saturday, October 27th from 7:00am – 3:00pm.

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: Thursday, October 25th from 7:30am – 8:30am and 3:00pm – 3:30pm.

Exhibitor Game Tracking

Assist PATH Intl. staff with compiling attendee results from the Exhibitor Game. PATH Intl. will provide a computer. We just need help throughout the conference with some basic data entry. Approximate times needed: Friday, October 26th and Saturday, October 27th. Times are flexible.

Please fill out the portion below and return to:

Gretchen Ahrens Volunteer Co-Chair
Stephanie Angleri Volunteer Co-Chair

For questions pertaining to volunteering in any of the above positions please contact Stephanie or Gretchen at gretchen@calvincenter.org or stephaniea@NEWHOPEBC.ORG



**2018 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 October 24th

Thursday October 25th

Friday October 26th

Saturday October 27th

Preferred type of assignment:

First choice:

Second choice:

Third choice:

Please see volunteer job descriptions on previous page.