

25th Annual National VPPPA Conference Volunteer Sign-up Form

VPPPA is looking for energetic volunteers to assist at the VPPPA Booth, help at the registration desk with moving materials and to greet our participants at the Annual National Conference. No previous volunteer experience is necessary; however, volunteers must be from a VPPPA member site.

Volunteers are needed starting on Saturday, August 22 through Wednesday, August 26, 2009. Please be mindful of the workshops you are planning to attend.



Volunteer Contact Information

Full Name: _____

Membership ID #: _____

Job Title: _____

Company: _____

Address: _____

City, State and Zip Code: _____

Telephone: _____

Fax: _____

E-mail: _____

Please sign and date on the line below.

Photography Release: By completing and signing this volunteer sign-up form, I hereby release any photographs that may be incidentally taken of me by VPPPA or one of its agents during these events to be used for any purpose.

Liability Waiver: I agree and acknowledge that I am undertaking participation in VPPPA events and activities as my own free and intentional act, and I am fully aware that possible physical injury might occur to me as a result of my participation in these events. I give this acknowledgement freely and knowingly and that I am, as a result, able to participate in VPPPA events, and I do hereby assume responsibility for my own well-being. I also understand that my volunteer position is not a contract for hire, expressed or implied, and is with no promise of compensation. I further understand that VPPPA will not provide me with any pay, compensation, insurance coverage, worker's compensation or any other benefit to which an employee may be entitled in consideration of my being allowed to volunteer for the purpose of general conference support for any other purpose. I am at least **18 years of age**. I am a member of VPPPA and I am registered to attend the 25th Annual National VPPPA Conference.

Signature: _____ Date: _____

<p>Return to: Carla Esteva, VPPPA, 7600-E Leesburg Pike, Suite 100, Falls Church, VA 22043 Phone: (703) 761-1146 Ext. 307 Fax: (703) 761-1148 E-mail: Volunteering@vpppa.org</p>
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25th Annual National VPPPA Conference

Volunteer Sign-up Form

Stuffing Day – Great opportunity to assist the VPPPA National Office Staff during the stuffing day
Saturday, August 22 11:00 am to 2:00 pm

Material Handlers – Help at registration desk to move boxes and other manual labor needs

Sunday, August 23	Monday, August 24	Tuesday, August 25	Wednesday, August 26
<input type="checkbox"/> 6:30 am to 7:00 am	<input type="checkbox"/> 7:00 am to 7:30 am	<input type="checkbox"/> 7:30 am to 8:00 am	<input type="checkbox"/> 7:30 am to 8:00 am
<input type="checkbox"/> 5:00 pm to 5:30 pm	<input type="checkbox"/> 5:00 pm to 5:30 pm	<input type="checkbox"/> 5:00 pm to 5:30 pm	<input type="checkbox"/> 3:30 pm to 4:00 pm

VPPPA Pre-Conference Workshop Greeters – Check attendees against pre-registered attendee list and distribute supplemental information

Sunday, August 23 7:15 am to 8:15 am 12:30 pm to 1:30 pm

VPPPA Greeters – Provide directions at the convention center (escalators and workshop hallways)

Sunday, August 23	Monday, August 24	Tuesday, August 25
<input type="checkbox"/> 7:00 am to 8:30 am	<input type="checkbox"/> 7:30 am to 9:00 am	<input type="checkbox"/> 8:00 am to 9:30 am
<input type="checkbox"/> 8:30 am to 10:00 am	<input type="checkbox"/> 9:00 am to 10:30 am	<input type="checkbox"/> 9:30 am to 11:00 am
<input type="checkbox"/> 10:00 am to 11:30 am	<input type="checkbox"/> 10:30 am to 12:00 pm	<input type="checkbox"/> 11:00 am to 12:30 pm
<input type="checkbox"/> 11:30 am to 1:00 pm	<input type="checkbox"/> 12:00 pm to 1:30 pm	<input type="checkbox"/> 12:30 pm to 2:00 pm
<input type="checkbox"/> 1:00 pm to 2:30 pm	<input type="checkbox"/> 1:30 pm to 3:00 pm	<input type="checkbox"/> 2:00 pm to 3:30 pm
<input type="checkbox"/> 2:30 pm to 4:00 pm	<input type="checkbox"/> 3:00 pm to 5:00 pm	
<input type="checkbox"/> 4:00 pm to 5:00 pm		

Greeters at the Annual Meeting of the Membership – Hand out raffle tickets, minutes and scan attendee's badges at the door
Monday, August 24 8:30 am to 9:15 am

Registration Area – Direct attendees to the correct registration line and provide assistance at the information counter

Sunday, August 23	Monday, August 24
<input type="checkbox"/> 6:45 am to 8:30 am	<input type="checkbox"/> 7:15 am to 9:00 am
<input type="checkbox"/> 8:30 am to 10:00 am	<input type="checkbox"/> 9:00 am to 10:30 am
<input type="checkbox"/> 10:00 am to 11:30 am	<input type="checkbox"/> 10:30 am to 12:00 pm
<input type="checkbox"/> 11:30 am to 1:00 pm	<input type="checkbox"/> 12:00 pm to 1:30 pm
<input type="checkbox"/> 1:00 pm to 2:30 pm	<input type="checkbox"/> 1:30 pm to 3:00 pm
<input type="checkbox"/> 2:30 pm to 4:00 pm	<input type="checkbox"/> 3:00 pm to 5:00 pm
<input type="checkbox"/> 4:00 pm to 5:00 pm	

VPPPA Booth – Great opportunity to discuss VPPPA membership and benefits with current and potential members

Tuesday, August 25	Wednesday, August 26
<input type="checkbox"/> 9:00 am to 10:30 am	<input type="checkbox"/> 9:00 am to 10:30 am
<input type="checkbox"/> 10:30 am to 12:00 pm	<input type="checkbox"/> 10:30 am to 12:00 pm
<input type="checkbox"/> 12:00 pm to 1:30 pm	<input type="checkbox"/> 12:00 pm to 1:00 pm
<input type="checkbox"/> 1:30 pm to 3:30 pm	

Election Volunteer Greeters (NATIONAL BOARD MEMBERS AND CHAPTER CHAIRS ONLY) – Provide help to bring eligible voters to the election table

Tuesday, August 25 11:00 am to 1:15 pm **Wednesday, August 26** 7:45 am to 10:15 am

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