

2007 JOINT MEETING VOLUNTEER INFORMATION SHEET

Thank you for your interest in serving your associations as a volunteer at the 2007 Joint Meeting! Please review the following information, complete the informational sheet, and fax it to Kim McMahon at 850-644-2282, or email it to her at kcmahon@admin.fsu.edu.

You will be contacted the week of March 12, 2007 with information on your volunteer assignment.

Volunteer Opportunities at the 2007 Joint Meeting

Bus Loading/Unloading

Volunteers are needed to help participants quickly load/unload buses at the Joint Meeting properties. *This is a special need (and a fun task!) for Saturday-Monday at the Joint Meeting.*

Joint Meeting Registration

Greet participants, facilitate their receipt of materials and badges, and help answer questions upon arrival.

Hospitality

Welcome participants to Orlando and help answer questions related to the Joint Meeting and surrounding area. Distribute Volunteer lapel pins.

Joint Meeting Headquarters

Serve as a resource to the staff and volunteers of the 2007 Joint Meeting Team and answer participant questions.

Access Tours

Volunteers will act as mobility guides, explaining how to navigate the facilities, and support any special needs.

Opening Session and Reception

Volunteers will assist with set up for the Opening Session and provide direction and crowd control assistance to participants before and after the opening session on Sunday, April 1. *Special need for volunteers in this area.*

Silent Auction

Volunteers are needed to assist with cataloging and sales of items at the Silent Auction (located in the Exhibit Hall) to benefit the ACPA and NASPA Foundations.

Social Justice Seder

Volunteers are needed to assist with set-up and facilitation of this event on Monday, April 2 from 6-9:30pm.

Cultural Fest and Talent Show

Volunteers are needed to assist with set up and event management at the "Greatest Show on Earth" on Tuesday, April 3 between 7pm-1am.

Showcase and Grad Prep Fair

Volunteers are needed to assist with table assignments, greeting attendees, Q&A, and clean-up for this program on Monday, April 2 between 4pm-9pm.

"No Preference" for volunteer assignment

A number of opportunities may arise with special programs and events as we get closer to the Joint Meeting. Please let us know if you have no specific preference for volunteering and you'll be assigned to the greatest need.

Volunteers who serve a minimum of 4 hours will receive a commemorative 2007 Joint Meeting lapel pin. These pins can be picked up at the Hospitality Desk at the Marriott or Gaylord Palms Hotels throughout the event.

Interested in volunteering at Placement? Send email to placementvolunteer@2007jointmeeting.org.

Please return your requests to Kim McMahon via fax or email by Friday, March 2, 2007

KEEP THIS FOR YOUR RECORDS

Please complete the following interest form and return to Kim McMahon at kmcmahon@admin.fsu.edu or fax it to her at (850) 644-2282 by Friday, March 2, 2007.

Volunteer Name: _____

E-mail: _____ Institution: _____

Please indicate your area of interest for volunteering and your time of availability for each day. If you have a volunteer area of interest not listed, please specify in the space below:

Friday, March 30, 2007

- Registration and Hospitality (4pm-9pm)

Saturday, March 31, 2007

- Registration (7am-5:30pm)
 Hospitality (7:30am-6pm)
 Buses/Transportation (7am-10pm)
 Access Tours
 Other _____ No Preference

Time Blocks Available Saturday

Morning: _____
Afternoon: _____
Evening: _____

Sunday, April 1, 2007

- Registration (7am-5pm)
 Hospitality (7:30am-6pm)
 Buses/Transportation (7am-midnight)
 Opening Session and Reception (4pm-8pm)
 Joint Meeting Headquarters
 Silent Auction (10am-5pm)
 Other _____ No Preference

Time Blocks Available Sunday

Morning: _____
Afternoon: _____
Evening: _____

Monday, April 2, 2007

- Registration (7:30am-5pm)
 Hospitality (8am-6pm)
 Buses/Transportation (6:30am-midnight)
 Joint Meeting Showcase (5pm-8pm)
 Joint Meeting Headquarters
 Silent Auction (9am-3pm)
 Other _____ No Preference

Time Blocks Available Monday

Morning: _____
Afternoon: _____
Evening: _____

Tuesday, April 3, 2007

- Registration (8am-Noon)
 Hospitality (8am-6pm)
 Buses/Transportation (6:30am-midnight)
 Joint Meeting Headquarters
 Cultural Fest & Talent Show (6pm-1am)
 Silent Auction (9am-3pm)
 Other _____ No Preference

Time Blocks Available Tuesday

Morning: _____
Afternoon: _____
Evening: _____

Wednesday, April 4, 2007 (7am-Noon only)

- Hospitality (8am-Noon)
 Joint Meeting Headquarters
 Other _____ No Preference