1st Statewide Environmental Justice Conference
"Building Healthy & Improved Communities for All"

VOLUNTEERING OPPORTUNITIES

If you would like to volunteer during the 1st Statewide Environmental Justice Conference, please read this information carefully, fill out the form and send it to Nora Carreras at 717-705-4930 or via email at ncarreras@state.pa.us. You may volunteer for a shift, full day or the full conference.

Volunteers will help with the following tasks:

- **Pre-conference**
  - Picking up conference materials
  - Stuffing conference bags
  - Organizing/copying conference materials

- **Set-up**
  - Assist in setting up the registration table
  - Organize name tags and conference materials
  - Setting up computer/printer for registration table
  - Assist registrants in signing-up
  - Collecting registration payments
  - Ensuring everything is in place for the reception
  - Assisting the entertainers with anything they may need
  - Assisting hotel personnel in placing signs as needed

- **Registration table**
  - Distributing name tags
  - Distributing conference materials
  - Printing name tags for participants who may not have one
  - Assisting guests with special needs
  - Directing public/exhibitors to the appropriate areas as needed

- **Exhibitors**
  - Helping exhibitors find their assigned space
  - Taking care of exhibitors' needs or concerns

- **Speaker needs**
  - Ensuring audiovisual equipment is set up as requested
  - Address any technical problems with assigned hotel personnel
  - Requesting any equipment that may be needed at the last minute
  - Making sure there is water for all speakers
  - If there are panels, ensuring that there is a name tent for each speaker
  - Copying any handouts they might bring with them
  - Any other speaker-related need

- **Attendees needs**
  - Individuals with disabilities
  - Language barriers & special diet needs
  - Other accommodation issues
  - Providing information/assistance as needed

- **Logistics**
  - Ensuring that lunch/breaks are provided on schedule and as ordered
  - Sessions start/end following the schedule
  - Special guests/VIP needs
  - Audiovisual equipment is set up as ordered during major sessions (all attendees)
  - One volunteer needed to run the different sessions of the movie "Unnatural Causes"
  - One volunteer per breakout session to pass question microphones around (when needed) and take care of any need/situation in the room, pick-up left over materials and distribute/collect evaluation sheets

- **Teardown**
  - Helping to pack materials after the conference
  - Assist exhibitors during the teardown process and while returning any borrowed materials/equipment
  - Directing exhibitors to the appropriate area to take their materials/equipment out
  - Check all rooms for leftover materials/handouts or forgotten items

VOLUNTEER SHIFTS

Sunday, April 26	Monday, April 27	Tuesday, April 28
2:00 pm – 6:00 pm	7:00 am – 10:00 am	7:00 am – 10:00 am
6:00 pm – 10:00 pm	10:00 am – 1:00 pm	10:00 am – 1:00 pm
	1:00 pm – 5:00 pm	1:00 pm – 5:00 pm

PRE-CONFERENCE VOLUNTEERING

Pre-conference volunteers will be called as needed. Please send your contact information and the hours you are available to volunteer the week of April 20-24, 2009.

**If you have any questions, please contact Nora L. Carreras at 717-705-4903
or via email at ncarreras@state.pa.us.**

1st Statewide Environmental Justice Conference

"Building Healthy & Improved Communities for All"

<u>VOLUNTEER SIGN-UP SHEET</u>

Please Print or Type:

Name: _____

Title: _____

Agency: _____

Mailing Address: _____

City: _____ State:_____ Zip_____

Telephone: _____ Ext.: _____ Cell Phone:_____

Fax: _____ Email: _____

I am Available to Volunteer During the Following Shift(s):

Sunday, April 26	**Monday, April 27**	**Tuesday, April 28**
☐ 2:00 pm – 6:00 pm	☐ 7:00 am – 10:00 am	☐ 7:00 am – 10:00 am
☐ 6:00 pm – 10:00 pm	☐ 10:00 am – 1:00 pm	☐ 10:00 am – 1:00 pm
	☐ 1:00 pm – 5:00 pm	☐ 1:00 pm – 5:00 pm

Pre-conference Volunteering

I am available to volunteer the following day(s) & time(s) during the week of April 20-24, 2009:

Date(s)	**Hour(s)**
_____	_____
_____	_____
_____	_____
_____	_____

☐ I am unable to lift or perform strenuous physical duties

☐ Other Restrictions or comments:

_____

_____

_____ _____

Volunteer's Signature   Date

_____ _____

Supervisor's Signature (If applicable)   Date