

# Volunteer Application

## Your Contact Information

Name: \_\_\_\_\_

Time Commitment (days and hours): \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Availability the day of conference

During which shift will you be available to volunteer on the day of the conference?

### Volunteer Hours

### Job Description (Example)

☐ 6:00 a.m. to 9:00 a.m.

Site location Set-up (8 volunteers needed)

☐ 9:00 a.m. to 12:00 p.m.

Prepare for honorees to arrive (10 volunteers needed)

☐ 12:00 p.m. to 3:00 p.m.

Participate in various positions (15 volunteers needed)

## VOLUNTEER ASSIGNMENTS AND COMMITTEES:

☐ Administration

☐ Speakers Bureau Committee

☐ Registration/checking in guests

☐ Swag Bag Committee – Denise Jones

☐ Greeting or welcoming attendees as they arrive

☐ Training Committee – Haidee Lagunday and  
Gwen McMullins

☐ Information desk – answering questions and  
provide directions

☐ Volunteer Committee – Sergé Nelson

☐ Exhibit and Booth/Vendors Area – Gerry Sudduth

☐ Workshops Committee – Beverley Morgan Sandoz

☐ Decoration Committee – Alma Stokes

☐ Young Women Commission – Christina Martin

☐ Fashion Show Committee – Elizabeth Ellis

☐ Social Media Committee – Linda Birch

☐ Press and Public Relations Committee –  
Monique Stennis, Connie Bass

☐ Man Cave – Clark Rucker

☐ Resolutions/Proclamation Committee –  
Marilyn Commodore

☐ Supervise a station: bathrooms, food station, etc.

☐ Runner (day of conference)

**Date & Location: Friday, December 16, 2016. Check in with Sergé Nelson, 909.437.4423**

Pasadena Hilton Hotel, 160 S. Los Robles Ave., Pasadena • Volunteer check-in desk – ask for Sergé Nelson

## Volunteer Duties

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## Volunteer Attire

Jeans and T-shirt. Please wear comfortable flat shoes. You will be provided with a volunteer t-shirt on Dec. 16, 2016.

## Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

We are delighted to work with any and all volunteers providing service to the SoCal Women's Health Conference.