



\_\_\_ I am interested in volunteering for the SNA Conference in Las Vegas, July 7-11, 2018.

\_\_\_ I understand that I must be an SNA member, as well as CSNA member to volunteer.

\_\_\_ In exchange for volunteering at least 8 hours, I understand that I will receive ½ off of my registration from SNA, and a \$400 scholarship from CSNA to cover the balance of my registration, and help with dues and/or travel.

\_\_\_ I understand that completing this form does not guarantee that I will be chosen. In early 2018 I will receive a link from SNA and will need to complete that to secure my spot.

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Name

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School District

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Email

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Phone

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Address

Fax: (818) 843-7423 or email to [jnichols@calsna.org](mailto:jnichols@calsna.org)

## **SNA Annual National Conference VOLUNTEER GENERAL GUIDELINES**

**Local Host Office Coordinators (up to 2 in the office at all times)** – Greet each volunteer and ensure that all volunteers sign in and out accordingly; provide further instructions as needed and handout materials/packets, if any to all volunteers.

**Bag Stuffing (10 needed for two 4-hour slots on Friday)** – Approximately 7000 bags will need to be stuffed with various conference materials. Several tables with all the materials will be laid out and an efficient assembly line will work together, along with SNA staff, to get all the bags stuffed in time for registration to open the following day.

**Ribbon Table (3 needed at each time slot)** – Volunteers at the Ribbon Table will collect ticket stubs from attendees and hand out the appropriate ribbons based on what is listed on the stub.

**General Sessions (up to 8)** – Volunteers are to stand outside and inside the main entrances. Greet attendees and provide assistance to inquiries, check badges and assist with VIP seating. Additional instructions will be given if handouts are to be distributed.

**Lounges: (up to 2 at each lounge)** SNA has a total of two (2) lounges- Directors and State Agency. Once assigned to a lounge, volunteer will sit at registration table located outside of lounge and check attendees' badge for admittance. Attendees must have the appropriate member type printed on their badge to enter lounge. If not, please direct attendee to registration to receive a new badge.

**Private Exhibitor Meeting Rooms: (up to 2 for each time slot)** – Volunteers will sit at a table outside of the Private Exhibitor Meeting Rooms. The Volunteer ensures that only the company that has reserved the room has access during their time slot.

**New Product Showcase (up to 2 at each designated time slot)** – Volunteers are to assist exhibitors who purchased a new product showcase with locating their assigned showcase shelf, as well as distribute new applications to those exhibitors interested in purchasing a showcase.

**Education Sessions Floater (4 needed each day)** – Temps will be assigned to each session room and will carry out majority of responsibilities associated with monitoring a session. However, Education Session Floaters are needed to assist temps as needed with any additional help; from assisting attendees in finding the right room to helping everyone find a seat if a room almost fills to capacity.

**Greeters/Directional/Information (up to 10 in each designated time slot)** – Volunteers are to stand outside and inside the main entrances, foyer and registration areas. Greet attendees and provide assistance to inquiries. Volunteers for this role will need to coordinate with the Lead Volunteer Chair to get a tour of the convention center and become familiar with the space prior to their assigned time slot(s).

**Culinary Demonstrations (up to 2 at each time slot)** – All culinary demonstrations take place in a session room this year. Volunteers will greet attendees and assist as necessary.