

## Call for Volunteers

Dear Friends,

We are very excited to announce that the Alberta College of Social Worker’s 2017 Annual Conference is now calling for volunteers!

The 2017 Annual Conference, *Social Workers Across the Lifespan: Opportunities and Directions*, will be held from March 30<sup>th</sup> to April 1<sup>st</sup>, 2017 at the BMO Centre in Calgary.

Volunteers are an important part of making our conference successful! We are happy to offer free conference registration for individuals who are able to volunteer 10 hours of their time. There a wide range of activities and roles to get involved with. A list of volunteer roles and descriptions are available on the attached information sheet.

If you wish to volunteer please look at the volunteer roles please send an email to Raveena Parsons, Promotions Coordinator at [raveenap@acsw.ab.ca](mailto:raveenap@acsw.ab.ca). We will then contact you with additional information to assist you with signing up for volunteer shifts and provide information on how to get registered for the conference.

Thank you so much for your interest in volunteering!

Kind Regards,

# Information Sheet

## Volunteer Descriptions:

### 1. Pre-Conference Volunteers – Bag Stuffers (Edmonton Event)

- You will be asked to help stuff conference swag bags. This is usually a weekend/weekday event prior to conference.
- The date is to be determined.
- Usually from **10:00 – 2:00 PM**
- There are a total of 10 volunteers required.

### 2. Thursday Night Wrap Up Crew

- You will assist with the tear down of the conference registration tables and help move the boxes into the volunteer room for overnight storage
- We need 2 volunteers for this role on Thursday evening from **9:00 – 10:00 PM**

### 3. Greeters/Room Monitors

- This is an all-purpose role where volunteers get conference participants to the right place at the right time for the right information! You will be a great guide to participants.
- We need a total of 25 greeters from Thursday – Saturday. You can choose to participate in this role for one day or for all three days.

Thursday	6:00 – 9:00 PM
Friday	7:30 – 11:30 AM
Friday	11:00 – 1:30 PM
Friday	1:30 – 5:00 PM
Saturday	8:00 – 12:00 PM
Saturday	12:00 – 2:30 PM

### 4. Host Desk

- You will help guide conference participants to their workshop locations and answer questions.
- A total of 10 host desk volunteers are needed for the following date and times:

Friday	7:30 – 11:30 AM
Friday	11:00 – 1:30 PM
Friday	1:30 – 5:00 PM
Saturday	8:00 – 12:00 PM
Saturday	12:00 – 2:30 PM

## 5. Registration Table

- You will be asked to help run the registration table ensuring registered participants receive their conference bags, name tags, and any other additional workshop information. You may also be asked to assist with the set-up of the registration tables.
- A total of 35 volunteers is needed for this role over 3 days.

Thursday	6:00 – 9:00 PM
Friday	7:30 – 11:30 AM
Friday	11:00 – 1:30 PM
Friday	1:30 – 5:00 PM
Saturday	8:00 – 12:00 PM
Saturday	12:00 – 2:30 PM

## 6. Promo Table

- You will assist with the set-up and tear down of the ACSW Promo Table and accept payments for ACSW merchandise. A list of prices for merchandise, a cash box and a calculator will be provided
- We will need a total of 8 volunteers for Friday and Saturday.

Friday	8:30 – 12:30 AM
Friday	12:00 – 1:30 PM
Friday	1:30 – 5:00 PM
Saturday	8:30 – 12:30 PM
Saturday	12:30 – 1:30 PM
Saturday	1:30 – 5:00 PM

## 7. Poster Assistants

- You will direct poster and visual display presenters to their assigned spots and help set-up their displays.
- This will require 2 volunteers on Friday from **7:45 – 9:45 AM**.

## 8. Awards Luncheon

- You will be asked to help welcome and guide attendees into the awards luncheon.
- This will require a total of 6 volunteers on Friday from **11:45 – 12:45 PM**.

## 9. Annual General Meeting (AGM)

- You will host participants as they sign in to the attendance sheet. You will also be asked to verify voting eligibility and distribute voting cards. You will also be asked to assist with set-up and tear down of the meeting.
- This role requires a total of 6 volunteers on Friday from **4:30 – 6:30 PM**.

**10. Post Conference Volunteers – Evaluations (Edmonton Event)**

- You will be asked to compile the workshop evaluations. This is usually a weekend event after the conference
- The date is to be determined.
- Usually from **10:00 – 2:00 PM**.
- There are a total of 14 volunteers needed for this role.

We appreciate your interest in volunteering for the ACSW Conference!

