

Call for Volunteers

Dear Friends,

We are very excited to announce that the Alberta College of Social Worker’s 2018 Annual Conference is now calling for volunteers!

The 2018 Annual Conference, *Social Justice & Resilience: Moving Forward Together*, will be held March 22 – 24, 2018 at the DoubleTree by Hilton Hotel in Edmonton.

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 is a wide range of activities and roles available. 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 and send an email to Crystal King, Promotions Coordinator at promocoord@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,

Crystal King

Crystal King
Promotions Coordinator

Information Sheet

Volunteer Descriptions:

1. Pre-Conference Volunteers – Bag Stuffers

- 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 Set Up Crew

- You will assist with the transport and set up of the conference registration tables and items for the Welcome Event. Have a vehicle
- In order to fill this role, you must be able to lift over 25lbs and have your own large vehicle (for example a truck or SUV) that you are willing to use to assist in the transport of items from the ACSW office to the DoubleTree Hotel. You will be reimbursed for gas usage.
- We need 5 volunteers for this role on Thursday afternoon from **3:00 – 6:30 PM.**

3. 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**

4. 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 help guide participants as needed.
- 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	1:00 – 5:00 PM

Saturday	8:00 – 12:00 PM
Saturday	11:30 – 2:30 PM

5. 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	1:00 – 5:00 PM
Saturday	8:00 – 12:00 PM
Saturday	11:30 – 2:30 PM

6. 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 are 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	1:00 – 5:00 PM
Saturday	8:00 – 12:00 PM
Saturday	11:30 – 2:30 PM

7. ACSW Merchandise Table

- You will assist with the set-up and tear down of the ACSW Merchandise Table and accept payments for items purchased. 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	1:00 – 5:00 PM
Saturday	8:30 – 12:30 PM
Saturday	12:00 – 1:30 PM
Saturday	1:00 – 5:00 PM

8. Poster Display Assistants

- You will direct poster display presenters to their assigned spots and help set-up their displays.
- This will require 2 volunteers on Friday from **7:30 – 8:00 AM** and 2 volunteers on Saturday from **7:45 – 8:15 AM**.

9. 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**.

10. 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**.

We appreciate your interest in volunteering for the ACSW Conference!