

Call for Volunteers

Dear Friends,

We are very excited to announce that the Alberta College of Social Worker's 2019 Annual Conference is now calling for volunteers!

The 2019 Annual Conference, Connection to Change: Evolution, Innovation & Activism in Social Work, will be held April 4 – 6, 2019 at the BMO Centre on Stampede Park 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. A list of volunteer roles, descriptions, and shift times are available on the attached information sheet.

If you wish to volunteer, please review the roles and their corresponding shift times and send an email to Vicki Shaughnessy, at vickis@acsw.ab.ca, indicating your preferences for both, keeping in mind that shift times may vary as needed.

After we receive your preferences, we will then contact you with a Volunteer Agreement form and additional information regarding signing up for shifts. Please do not register for the conference until you hear from us. We will provide specific information regarding how to get registered for the conference, as a volunteer.

We appreciate your willingness to participate, but have a limited number of spots available and may not be able to accept everyone.

Thank you so much for your interest!

Kind Regards,



Vicki Shaughnessy, BSW, RSW
Social Worker, Professional Practice Support
Email: vickis@acsw.ab.ca
Phone: 780-421-1667

Information Sheet

Volunteer Role Descriptions:

- 1. Pre-Conference Volunteers – Bag Stuffers** *(these volunteers must be from the Edmonton area; however, to complete the 10 hour commitment, additional time in Calgary will be required)*
 - Volunteers will help stuff conference “swag” bags with items, in Edmonton.
 - The date is to be determined, but usually a weekend prior to conference.
 - Usually from **10:00 AM – 1: 00 PM (3hrs)**.

- 2. Thursday Night Set Up Crew** *(Ideally, these volunteers would be from the Calgary area)*
 - Volunteers will assist with moving materials from vehicles in the loading bay into the center, and set up of the conference registration tables and items for the Welcome Event.
 - In order to fulfill this role, you must be able to lift over 25lbs.
 - **Thursday, April 4th, 3:00 PM – 6:00 PM (3hrs)**.

- 3. Thursday Night Wrap Up Crew**
 - Volunteers will assist with general tear down and moving materials for overnight storage.
 - In order to fulfill this role, you must be able to lift over 25lbs.
 - **Thursday, April 4th, 9:00 PM – 10:00 PM (1hr)**

- 4. Greeters**
 - This is an all-purpose role where volunteers assist conference participants in getting to the right place, at the right time, for the right information! Volunteers will help guide participants as needed during the conference.
 - Shifts for this role are as follows:

| | |
|-------------------|-----------------------------|
| Thursday, April 4 | 6:00 PM – 9:00 PM (3hrs) |
| Friday, April 5 | 7:15 AM – 10:15 AM (3hrs) |
| Friday, April 5 | 10:15 AM – 1:15 PM (3hrs) |
| Friday, April 5 | 1:15 PM – 5:15 PM (4hrs) |
| Saturday, April 6 | 7:45 AM – 11:15 AM (3.5hrs) |
| Saturday, April 6 | 11:15 AM – 2:15 PM (3hrs) |

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5. Host Table

- Volunteers will help direct conference participants to their workshop locations and answer general questions.
- Shifts for this role are as follows:

| | |
|-------------------|-----------------------------|
| Thursday, April 4 | 6:00 PM – 8:00 PM (2hrs) |
| Friday, April 5 | 7:00 AM – 10:30 AM (3.5hrs) |
| Friday, April 5 | 10:15 AM – 1:45 PM (3.5hrs) |
| Saturday, April 6 | 7:30 AM – 10:30 AM (3hrs) |
| Saturday, April 6 | 10:30 AM – 1:30 PM (3hrs) |

6. Registration Table

- Volunteers will help to run the registration table, ensuring registered participants receive their conference “swag” bags, name tags, and any other additional workshop information. Volunteers may also be asked to assist with the set up and take down of the registration tables.
- On Friday morning, this is a high-paced role that requires strong coordination skills and ability to work under pressure.
- Shifts for this role are as follows:

| | |
|-------------------|-----------------------------|
| Thursday, April 4 | 6:00 PM – 9:00 PM (3hrs) |
| Friday, April 5 | 7:00 AM – 10:30 AM (3.5hrs) |
| Friday, April 5 | 10:15 AM – 1:45 PM (3.5hrs) |
| Friday, April 5 | 1:30 PM – 4:30 PM (3hrs) |
| Saturday, April 6 | 7:30 AM – 10:30 AM (3hrs) |
| Saturday, April 6 | 10:15 AM – 2:15 PM (4hrs) |

7. ACSW Merchandise Table

- Volunteers, in co-operation with an ACSW staff member, will assist with the set up and tear down of the ACSW Merchandise Table.
- Volunteers will also accept payments for items purchased. A list of prices for merchandise, a cash box, and a calculator will be provided.
- Shifts for this role are as follows:

| | |
|-------------------|-----------------------------|
| Friday, April 5 | 7:15 AM – 10:15 AM (3hrs) |
| Friday, April 5 | 10:15 AM – 1:45 PM (3.5hrs) |
| Friday, April 5 | 1:30 PM – 5:30 PM (4hrs) |
| Saturday, April 6 | 8:00 AM – 10:30 AM (2.5hrs) |
| Saturday, April 6 | 10:15 AM – 1:15 PM (3hrs) |
| Saturday, April 6 | 1:00 PM – 5:00 PM (4hrs) |

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8. Poster Display Assistants

- Volunteers will direct poster display presenters to their assigned spots and help set up their displays.
- Shifts for this role are as follows:

| | |
|-------------------|-----------------------------|
| Friday, April 5 | 7:00 AM – 8:15 AM (1.25hrs) |
| Saturday, April 6 | 7:45 AM – 8:15 AM (0.5hrs) |

9. Awards Luncheon

- Volunteers will help welcome and guide attendees into the awards luncheon.
- The shift for this role is on **Friday, April 5th, 11:45 AM – 12:45 PM (1hr)**.

10. Annual General Meeting (AGM)

- Volunteers will assist participants to sign the attendance sheet, verify voting eligibility, and distribute voting cards.
- Volunteers will also assist with set up and tear down of the meeting.
- The shift for this role is on **Friday, April 5th, 4:30 PM – 6:30 PM (2hrs)**.

11. Pop-In!

- Volunteers will assist with popping popcorn and distributing to participants at the Pop-In!
- Volunteers in this role will also help to check participants’ “Pop-In Passport” and enter those who are eligible into a raffle draw.
- The shift for this role is **Saturday, April 6th, 10:30 AM – 1:30 PM (3hrs)**.

12. Volunteer Room Monitor

- Volunteers will sit in the volunteer room to monitor volunteer belongings, and ensure that volunteers are signing in and out before and after their shifts
- Most volunteers will be assigned at least one, **1 hour** shift as the volunteer room monitor on either **Friday, April 5th** or **Saturday, April 6th**.

We appreciate your interest in volunteering for the ACSW Conference and look forward to hearing from you!