



Call for Volunteers

NACAC's 67th National Conference

NACAC and the 2011 LAC are seeking volunteers to assist with the many activities on-site. You do not have to be from New Orleans to participate, but you must be registered to attend the full conference (Thursday through Sunday) – unless otherwise noted! Please indicate the **preferred committee** for which you would like to volunteer. If you are willing to volunteer for more than one committee, rank your choices (with 1 being your preferred choice). Note the time commitments indicated for each committee before making your selection(s). We'll be back in touch with you in August 2011. **Volunteers from all committees who are able to arrive on Monday (before 1:00 p.m.) are also encouraged to help with tote bag stuffing; mark the Tote Bag Stuffing box below.**

_____ **Counselors' Preview Day Subcommittee**

Assists with Friday events for local counselors, including the Counselors' College Fair. Time commitment will be in approximately 2 hours shifts on Friday.

_____ **Hospitality Subcommittee**

Assists with hospitality, greeting special guests, ticket taking, and the NACAC information booth. Time commitment will be in approximately 2 hour shifts from Tuesday through Saturday.

_____ **Logistical Arrangements Subcommittee**

Assists with providing directions to attendees for events held in the convention center and monitoring educational session rooms, including door scanning. Time commitment will be in approximately 2 hour shifts from Thursday through Saturday. *This committee needs the largest number of volunteers.*

_____ **Registration Subcommittee**

Assists with self-scan registration and distribution of tote bag, ribbons and materials. Time commitment will be in approximately 2 hour shifts from Wednesday through Friday.

_____ **Special Events Subcommittee**

Assists with aspects of the Welcome Reception and the Saturday Social. Time commitment will be in approximately 1-2 hour shifts on Thursday and Saturday nights.

_____ **Tellers Subcommittee**

Assists with governance activities at Assembly and Annual Membership Meeting. Time commitment will be in approximately 4-5 hour shifts. Volunteers for this committee must attend a Friday night training and be available through Saturday, 6:00 p.m.

_____ **Tote Bag Stuffing**

Must be available Monday 1:00 p.m. – 5:00 p.m. *Conference registration not required for this committee.*

Please complete **in full**. Required fields are designated with a * and must be completed in order to be contacted for service. Cell phone numbers will be used only for on-site coordination with the subcommittee chairs.

First Name*: _____ **Last Name*:** _____

Institution/Organization*: _____

State*: _____ **Cell Phone*:** _____

The contact email you submit below will be used by NACAC and the LAC through the summer and fall of 2011.

Email*: _____ **Daytime Phone:** _____

Return this form to:

email: meetings@nacacnet.org (or select email button at top) or fax to 703/373-2399 (select print button at top)