

2010 CPRS Volunteer Application

To fill out this form electronically:

1. Save it to your computer
2. Click in the gray boxes and type
3. Save the form when you have finished and e-mail it to stacey.powell@fcc-fac.ca.

Name

Tel/Cell

E-mail

Are you a CPRS Member or Student Member? Yes No

I would like to volunteer (check as many times as you like):

Saturday June 12 Afternoon Time:

Sunday June 13 7 AM - 10 AM 10 AM – 2 PM 2 PM – 6 PM 6 PM – 10 PM

Monday June 14 7 AM - 10 AM 10 AM – 2 PM 2 PM – 6 PM 6 PM – 10 PM

Tuesday June 15 7 AM - 10 AM 10 AM – 2 PM 2 PM – 6 PM 6 PM – 10 PM

I would like to volunteer for the following:

- Assemble registrant packs (Saturday afternoon only)
- Registration desk (may also provide runner duties if necessary)
- Monitor doors for breakfast and lunch presentations
- Host and provide direction for buses and off-site events
- Assist at offsite events
- Monitor and provide on-site support during workshop presentations
- Assist during awards dinner
- Conference blog development
- Whatever is needed

I am not able to volunteer for the conference, but would like to volunteer for the following committees:

- Promotions Marketing Volunteer
- Special Events Sponsorship Other

Note:

The planning committee's policy is that CPRS members and student members will be given priority for volunteer placement. There will be opportunities for non-members, but we will honour (up to mid-April) the interest of members first.

Volunteering for or at the conference does not result in free or reduced conference fees. There will be a lottery process for volunteers to access limited space that may be available for some sessions.

The solicitation of work or services by volunteers will not be tolerated and may result in the conclusion of the volunteer assignment.

A FEW MORE DETAILS

Registration Packages: Registration packages will be assembled in the afternoon of Saturday June 12 so that they will be ready for the registration process beginning Sunday morning. Materials will all be available and delivered to one of the rooms the conference has reserved for this type of administrative work. It will take about 3 hours, be informal, collegial and maybe a nice way to get to know someone new. (6-8 people)

Registration Desk: Under the direction and guidance of staff from the national office, volunteers will assist with the registration of conference participants. This will include everything from checking registrants in to the conference, distributing conference packages, assisting with on-site registration and responding to, or directing, questions. The volunteers may also be asked to do 'other related duties'. Here's an opportunity for Johnny-and-Jill-on-the-spot! We will need two volunteers for each three hour shift. (16-18 total)

Door Monitors: Volunteers will be needed to collect meal tickets from participants. We will need two volunteers per door per session on Sunday, Monday and Tuesday. (6-12 total)

Hosting and Monitoring Transportation: Volunteers will be needed to help direct participants to transportation that will be provided to and from off site events on Sunday and Monday evenings. (4-6 total)

Assistance at Off Site Events: Volunteers may be required to assist with off site events on Sunday and Monday evenings. Tasks may include ticket taking, coat check and assisting with directions. (5-8 total)

Workshop Hosting: One volunteer will be assigned to each workshop to verify conference registration at the door and to provide general support for the workshop presenter. This task will not include introducing or thanking speakers.

Awards Dinner: Volunteers may be required to assist in ticket taking and the general duties of the awards dinner on Tuesday, June 15.

Can't Help at the Conference But Want to Help Out a Committee?: Take your pick: Sponsorship () Program (); Logistics (); Special Events (); Promotions (); Volunteers (); Promotions ()

Thank you for your interest 2010 CPRS National Steering Committee

Chair:

Malcolm French APR

Secretary:

Leone Bechard APR

Finance:

Tamara Armbruster

Program:

Claire Watson APR, ABC

Promotion:

Felechia Brodie

Rebecca Rogoschewsky

Hospitality & Gala

Barb Pollock APR

Volunteers:

Stacey Powell

Logistics:

Don Savaria

Sponsorship:

Ron Podbielski

CPRS-Regina Board Liaison:

Natalie Tomczak