

Student Volunteer Form

Indiana Counseling Association: 2021 Annual Conference

June 4th 2021 9:00 am – 4:00 pm

University of Indianapolis, Health Pavilion

***Volunteers report to Student Volunteer Coordinator on June 4th at 8:15 a.m. in the Health Pavilion lobby for a brief meeting to review roles and responsibilities.**

Name:

Email:

Phone number:

Volunteer Positions

Registration (5 volunteers—3 for morning and 2 for afternoon)

- Two volunteers in the morning will be responsible for signing conference attendees in by marking off names and providing them with the registration packets. The two volunteers will be assigned by last names; one will be assigned last names A-L and the other will be assigned last names M-Z
- One volunteer will be responsible for preparing registration packets.
- Two volunteers in the afternoon will be responsible for collecting packets.

Break-out Sessions (4 volunteers)

- Volunteers will be assigned per break-out room.
- Volunteers will be responsible for introducing the presenter, helping pass out the presenter's materials and handouts, and getting assistance for AV and/or other presenter needs.

Floater (2 volunteers)

- Volunteers will be responsible for greeting attendees, helping attendees navigate through the conference space, and asking attendees if they need any assistance.

Please rank your top 3 positions in your preferred order (*1 being most desired*) and understand that we will accommodate to the best of our ability.

- 1.
- 2.
- 3.

Please submit this volunteer form to the Student Volunteer Coordinator, Isabella Betancourt at betancourti@unidy.edu