July 12, 2017

Dear Prospective TRENDS Volunteer:

 Last year, the TRENDS conference ran smoothly largely because of our volunteer staff. Hopefully you will agree that it is both an honor and a privilege to participate in TRENDS. You attend the conference for free on the days you volunteer and network with nurses from all over, particularly with SePA officers and members during (free) lunches on the day(s) you volunteer to work the conference. We hope that you will be interested in being a TRENDS volunteer this year. All Trends volunteers must be AACN and SePA members.

To be a **TRENDS volunteer**:

* **Complete the TRENDS volunteer info form** with your **demographics and availability and** **return it before July 30, 2017 to Debbie Reddy—see email below.**
* **Complete the enclosed TRENDS Information Sheet.** Indicate the days/times you can help. I will attempt to accommodate all requests but please understand if you volunteer for the day, you may be placed anywhere needed. Include any special information you think I may need to know to assist me with your schedule.
* It is **mandatory** that you attend the Education Committee meeting on **Tuesday, September 12, 2017 at 6 pm**. The Location will be announced at a later time. Individual assignments will be reviewed at this time**. It is** **imperative that you attend to understand your responsibilities as there have been changes this year.** This is also the forum to ask questions and clarify any duplication of assignments or any other changes that need to be done.
* You are also expected to attend/call in to **join the post TRENDS Education committee meeting to give feedback** and your impressions/suggestions on how we can improve TRENDS. **Attendance at these two meetings** **IS MANDATORY**!
* Conference Registration/CE Credit
	+ If you wish to earn CE credit for the sessions you attend, you will need to **register for the conference. After receiving your completed volunteer packet, you’ll be given instructions on how to register as a volunteer.**
	+ If you wish to stay, hotel reservations and payment are to be made on your own.

**During the conference, all volunteers are expected to report to the Faculty/Staff Lounge at 6:15am for morning briefings and breakfast.**

Please contact Debbie Reddy with any questions or concerns at the email below.

**\*\*Please return the volunteer form directly VIA EMAIL to Debbie Reddy at** **debbiereddy@aol.com** **no later than July 30, 2017, so I can have them ready for the September 12th meeting.**

Sincerely,

Debbie Reddy MSN, RN

SePA/TRENDS Volunteer Coordinator