



homeschool iowa

NETWORK OF IOWA CHRISTIAN HOME EDUCATORS

2019 Conference Volunteer Handbook

**Homeschool Iowa Conference
Thursday - Saturday
June 6-8, 2019**

Conference Volunteer Coordinator: Jill Oppman
volunteer@homeschooliowa.org | www.homeschooliowa.org/conference



REQUIREMENTS & BENEFITS



The Homeschool Iowa Conference would not be possible without our tremendous conference team – especially our *amazing* on-site conference volunteers!

If you have two willing hands and a servant's heart, we want you to join our team!

Be prepared for a rewarding experience!

VOLUNTEER REQUIREMENTS

THURSDAY SETUP CREW INFORMATION:

Our HI Team Thursday Setup Crew is a crucial part of our volunteer team.

- Thursday is a workday to prepare the conference facility and to help exhibitors unload and set-up their displays.

- Entire families are welcome to volunteer for this pre-conference effort. Full-time conference volunteers are invited to help with Thursday setup, too.

- While the work is extremely important, and we keep everyone very busy, the atmosphere is more casual; wear comfortable and modest clothing.

- Some returning volunteers wear the previous year's conference t-shirt. Comfortable shoes are a **MUST**. You will be on your feet **ALL DAY**.

- Used Curriculum Sale & Small Business Expo setup will begin Thursday, at 9:00am.

- Exhibit Hall setup will begin around noon on Thursday.
- Set-up volunteers report to the volunteer check-in area upon arrival.
- We must have exhibit hall set-up completed by 8:00pm on Thursday.
- If you will need to leave before setup is completed, please indicate this on the volunteer registration form.

- Be 18 or older and either a current NICHE member, a homeschool graduate, or an adult who has demonstrated dedication toward homeschooling

OR

- Be at least 14 years old by June 1, 2019, with at least one parent who is a current NICHE member and will attend the 2019 Homeschool Iowa Conference

- Be able to work ALL day, BOTH days, FRIDAY & SATURDAY, June 7-8.

- Be willing to help with tear-down on SATURDAY, June 8, until 8:00pm.

- Complete a volunteer application on or before May 25

ALSO (but optional)

- Be willing to help with setup on THURSDAY, June 6, selected hours from 9:00am-8:00pm.

VOLUNTEER BENEFITS

In gratitude for service to homeschool families of Iowa, our full-time Conference Volunteers receive the following :

- Lunch provided if helping with setup on June 6
- Lunch provided during the conference on June 7-8
- Conference volunteer t-shirt
- Experience being part of an amazing team of volunteers
- A fun-packed weekend opportunity to serve



DATES | TIMES | LOCATIONS

Conference Dates & Times

Thursday, June 6: Noon - 9:00pm
Friday, June 7 - Saturday, June 8: 8:00am - 5:30pm

Conference Site

Valley Church & Community Center
4343 Fuller Road, West Des Moines, IA 50265

Volunteers Needed

Thursday: 9:00am - 8:00pm
Friday & Saturday: 8:00am - 8:00pm

CONFERENCE VOLUNTEER POSITIONS

RECORDING TEAM MEMBER

Recording Team Members are assigned to assist our conference-taping vendor, Rhino Technologies, with the recording and duplicating duties during the conference. This will include operating the recording equipment during speaker workshops and keynote sessions and helping with duplicating and labeling tapes/CDs.

AV & IT TEAM MEMBER

AV and IT Team Members meet speaker, staff, and attendee needs as they work with our media equipment. You must be familiar with Mac and/or PC computers and their connections with a variety of display options. You must be able to troubleshoot connection difficulties and make the necessary corrections.

EXHIBIT HALL TEAM MEMBER

Exhibit Hall Assistants will assist our Exhibit Hall Coordinator to ensure that our exhibitors are well cared for before, during, and after the conference. These responsibilities may include: running errands, helping at exhibit booths as needed, assisting attendees with purchases, assisting with exhibitor registration and other related tasks.

HOSPITALITY TEAM MEMBER

Hospitality Team Members assist in our workshop room areas. You may be asked to distribute workshop materials, record room head counts, provide directions, etc. At the end of each session, you will check your assigned area, collecting loose materials and taking any lost-and-found items to the NICHE booth.

REGISTRATION TEAM MEMBER

Registration Team Members are the first "faces" people will see at the Homeschool Iowa Conference. You will receive complete instructions on your duties during the required brief training session prior to your shift. We count on you to wear your best smile and to be courteous & friendly!

SECURITY TEAM MEMBER

Security Team Members will be responsible to watch various conference entrances, checking each person for required wristbands and directing persons who have no wristbands to the registration area.

USED CURRICULUM SALE & SMALL BUSINESS EXPO TEAM MEMBER

Used Curriculum Sale and Small Business Expo Volunteer Team Members will help facilitate proper set-up, tear-down, attendee admission, and navigation during this popular supplemental event on Thursday, June 6.

SNACK ROOM TEAM MEMBER

Snack Room Team Members will assist coordinators with setup, tear-down, and sales in the snack room area.

PARKING/TRAFFIC FLOW TEAM MEMBER

Parking/Traffic Flow Team Members will help attendees find parking spaces in the church and community center lots and assist with pedestrian traffic flow between the two facilities.



PROTOCOLS & PART-TIMERS

CHECK-IN / CHECK-OUT

Conference Volunteers arriving for service should check in at designated areas.

Volunteers will be informed exact locations for check-in, depending upon the team to which they are assigned and the area in which they will be serving.

When volunteers have completed their service and are ready to depart, they should report to the designated check-out area before leaving the conference facilities.

These steps are absolutely mandatory for teenage volunteers.

More detailed information about volunteer check-in and check-out will be provided.

PART-TIME VOLUNTEERS

If you can't volunteer full-time, consider part-time. Part-Time Volunteers receive a conference t-shirt.

HI Team Part-Time Conference Volunteers must:

- Be at least 18 years of age by June 1, 2019
- Be a registered conference attendee, a current NICHE member, a homeschool graduate, or a homeschool supporter.
- Be available to work a 4-hour shift in needed areas, including Registration, Used Curriculum Sale & Small Business Expo, Security, etc.
- Complete & submit a Conference Volunteer Application on or before May 25, 2019.

PLEASE NOTE:

Part-Time Conference Volunteers will need to purchase a conference registration in order to have access to the workshops, exhibits, or other conference programming.

Dress & Conduct Code

- Be neatly groomed in body and clothing. No gaudy or outlandish hairstyles or jewelry, and no hats (inside conference facilities). (This applies to Thursday setup hours as well.)
- Wear 2019 conference t-shirts on Friday and Saturday. Refrain from making embellishments or modifications (i.e. rolled sleeves, pins, etc.).
- Plan ahead in case the facility is chilly. Sweatshirts and jackets are not allowed over the conference t-shirts. You may wear a long-sleeved shirt under your conference t-shirt, if needed.
- Keep name tags visible around the neck at all times. Do not trade name tags with others.
- Wear modest denim jeans (no holes) or solid-color pants. Girls may wear modest denim or solid-color skirts that are below the knee, without revealing slits.
- Consider comfortable shoes a MUST.
- Be prepared to comply with requests from the Volunteer Coordinator to modify appearance.
- Check in at the designated volunteer area when arriving for conference service, and check out at the same area when departing from conference service. This is especially important for teen volunteers.
- Expect to keep busy and help as needed. If a volunteer does not comply with this protocol, he/she will be asked to leave the conference.
- Plan to stay after the end of the last Saturday session to assist with tear-down.
- Be prepared for a three long days of fast-paced, intensive work – and lots of fun!