



homeschool iowa

EQUIPPING | ENCOURAGING | PROMOTING | PROTECTING



2021 CONFERENCE VOLUNTEER HANDBOOK

Homeschool Iowa Conference
Thursday - Saturday
June 17-19, 2021

Conference Volunteer Coordinators: Jill Oppman & Sarah Roth
volunteer@homeschooliowa.org | www.homeschooliowa.org/conference



DATES | TIMES | LOCATIONS

Conference Dates & Times	Thursday, June 17: 3:00pm - 8:30pm Friday, June 18 - Saturday, June 19: 8:00am - 5:30pm
Conference Site	Grand View University 1200 Grandview Avenue, Des Moines, IA 50316
Volunteers Needed	Thursday: Noon - 9:00pm Friday & Saturday: 8:00am - 8:00pm

CONFERENCE VOLUNTEER POSITIONS

RECORDING TEAM MEMBER

Recording Team Members are assigned to serve under the direction of our Conference Recording Coordinator during the conference. This will include operating and monitoring the recording equipment during speaker workshops and keynote sessions.

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) and be able to troubleshoot and correct connection difficulties.

EXHIBIT HALL TEAM MEMBER

Exhibit Hall Assistants 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, and assisting with exhibitor registration.

HOSPITALITY TEAM MEMBER

Hospitality Team Members assist in our workshop room areas, distributing workshop materials, recording room head counts, etc. At the end of each session, you will check your assigned area, collect loose materials and take any lost-and-found items to the Homeschool Iowa booth.

REGISTRATION TEAM MEMBER

Registration Team Members are the first "faces" people see at our 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 TEAM MEMBER

Used Curriculum Sale Volunteer Team Members will help facilitate set-up, tear-down, attendee admission, and navigation during this popular supplemental event on Thursday, June 17.



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!

Enjoy this opportunity to help with our conference and 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 our conference exhibitors unload and set-up their displays.

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

- While the work is extremely important, the atmosphere is more casual. Please wear comfortable, but modest, clothing. Some returning volunteers wear the previous year's conference t-shirt.

- Used Curriculum Sale setup will begin Thursday, at 1:00pm.

- Exhibit Hall setup will begin at 3:00pm on Thursday and will continue through that evening.

- If you will need to leave before setup is completed, please indicate this on the volunteer registration form.

- Set-up volunteers are asked to report to the volunteer check-in area upon arrival.

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

OR

- Be at least 14 years old by June 1, 2021, with at least one parent who is a current Homeschool Iowa member and will attend the 2021 Homeschool Iowa Conference

- Complete a volunteer application on or before May 31

ALSO, but optional:

- Be willing to help with set-up on THURSDAY, June 17, selected hours from Noon-9:00pm (see sidebar). *A grab-and-go meal will be provided for those working through the evening hours on set-up day.*

VOLUNTEER BENEFITS

FULL-TIME Volunteers serving ALL day, Friday & Saturday, June 18-19, including tear-down on Saturday receive :

- Friday lunch and Saturday lunch
- A conference volunteer t-shirt
- Experience being part of an amazing team of volunteers
- A fun-packed weekend opportunity to serve

PART-TIME Volunteers serving at least a 4-hour shift on either Friday or Saturday receive:

- A conference volunteer t-shirt



PROTOCOLS & PART-TIMERS

FULL-TIME / PART-TIME

Conference volunteers can choose to serve FULL-TIME or PART-TIME.

FULL-TIME volunteers serve all-day, both days of the conference (Friday and Saturday). Because they are working throughout, they do not need to pay for conference admission.

PART-TIME volunteers serve at least a 4-hour shift. They must be registered attendees who have paid for conference admission on the day they serve.

Adults *and* teens are eligible for FULL-TIME and PART-TIME volunteer positions.

PART-TIME volunteers will be allowed to request specific time slots for their service so they can go to the conference workshops and programs they want to attend.

CHECK-IN / CHECK-OUT

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

Volunteers will be informed of 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 to all who complete a volunteer registration.

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 2021 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 three long, service-filled days of fast-paced, intensive work – and lots of fun!