



conference 2026

Thursday - Saturday
June 4-6, 2026

VOLUNTEER HANDBOOK

Conference Coordinator: Joylynn DeFord

volunteer@homeschooliowa.org | www.homeschooliowa.org/conference

TIMES | LOCATIONS

Volunteers Needed
Thursday: 9:00am-6:00pm
Friday: 7:30am-7:00pm
Saturday: 7:30am-6:00pm

Mid-American Energy RecPlex
6500 Grand Avenue
West Des Moines, IA 50266



VOLUNTEER ELIGIBILITY



To serve as a 2026 Conference volunteer you must:

- Be 18 or older OR at least 14 years old by June 1, 2026, with a parent onsite and be dedicated to the mission of Homeschool Iowa.
- Complete a volunteer application on or before June 1
- Comply with the 2026 Volunteer Handbook

VOLUNTEER POSITIONS



THURSDAY SETUP CREW INFORMATION:

Our Homeschool Iowa Thursday Setup Crew is a crucial part of our conference volunteer team.

- Set up includes: Exhibit Hall, Registration, HI Booth, Hospitality Room, and other various jobs.
- Entire families are welcome to volunteer to help with this pre-conference effort.
- Set-up volunteers are asked to report to the volunteer check-in area upon arrival.

AV & IT TEAM MEMBER

AV and IT Team Members meet speaker, staff, and attendee needs as they assist with media and recording equipment. Familiarity with Mac and PCs is preferred.

HOSPITALITY TEAM MEMBER

Hospitality Team Members assist in our workshops, distributing materials, head counts, clean up after ,etc.

EXHIBIT HALL TEAM MEMBER

Exhibit Hall Team Members assist our EH 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 check-in and move-out.

REGISTRATION TEAM MEMBER

Registration Team Members will assist the Registration Coordinator with different registration duties. Including: -shirts, meal tickets, lanyards, etc. Each team member will be given detailed instructions prior to their shift. *Friday Morning Only

GREETING/SECURITY TEAM MEMBER

Greeting/Security Team Members will be responsible for watching various conference entrances, always on the lookout for people who have questions, directing people to appropriate areas ie. bathrooms, registration table, HI booth, Exhibit Hall, etc.

VOLUNTEER BENEFITS

FULL-TIME Volunteers serving ALL day Friday & Saturday receive:

- Friday lunch and Saturday lunch
- A conference volunteer t-shirt

PART-TIME Volunteers serving for one full day receive:

- Lunch on the day of service
- A conference volunteer t-shirt

PART-TIME Volunteers serving at least a 4-hour shift receive:

- A conference volunteer t-shirt

PROTOCOLS

FULL-TIME OR PART-TIME

- **Adults and Teens can choose to serve FULL-TIME or PART-TIME.**
- **Teens wanting to serve as volunteers and also attend The Animation Course workshop can still be classified as FULL-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 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.
Part-time volunteers are asked to specify their availability on their registration.

CHECK-IN / CHECK-OUT

- **Conference volunteers will check in and check out for service with the Conference Volunteer Coordinator at the HI Booth in the Commons area.**
- **Teen volunteers are REQUIRED to check in and out each day of the conference.**
- **All Volunteers must submit a Conference Volunteer Release Form prior to volunteering.**



DRESS & CONDUCT CODE

ALL CONFERENCE VOLUNTEERS MUST:

- **Be neatly groomed in body and clothing**
- **Wear 2026 conference volunteer t-shirts on both Friday and Saturday.**
- **Plan ahead in case the facility is chilly. (You may wear a long-sleeved shirt under your volunteer t-shirt – or a jacket over your t-shirt that opens in the front.)**
- **Keep name tags visible**
- **Wear modest pants (no shorts or leggings)**
- **Check in and out with the Volunteer Coordinator (This is required for teen volunteers.)**

If a volunteer does not comply with this protocol, he/she will be asked to leave the conference.



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!