



VOLUNTEER APPLICATION 2017

Dear Valued Volunteers:

The following packet provides a brief overview of the Volunteer proceedings for the upcoming *22nd International Summit on Violence, Abuse and Trauma Across the Lifespan*, September 21st-27th at the Hyatt Regency La Jolla at Aventine, 3777 La Jolla Village Dr, San Diego, CA 92122

Please find enclosed, the following documents:

- Volunteer Policies and Procedures
- Volunteer Application
- Description of Volunteer Work Positions

(Please fill out the Volunteer Policies, Procedures & Volunteer Application and return to Angela Schwab at angela.schwab@alliant.edu at your earliest convenience so we can better meet your requests.)

Training Summit Overview

This Summit & Training will present the latest research, prevention, assessment and intervention techniques concerning various aspects of child, adolescent and adult trauma and maltreatment, and the long-term effects if they go untreated. Plenary and Breakout Sessions discuss the types of child, adolescent and adult trauma, the dynamics of maltreatment and trauma at home or in the community, and the effects on children, adolescents and adults psychologically, behaviorally and neurodevelopmentally. Nationally and internationally recognized presenters and local practitioners come together to discuss the latest research, assessment methods, interventions and prevention strategies for children, adolescents and adults who have been traumatized, abused and/or victimized. Application of current research information and providing people with practical techniques are areas of emphasis throughout this Training Summit.

VOLUNTEER POLICIES AND PROCEDURES

Volunteers play an integral role in meeting the mission of the Institute on Violence, Abuse and Trauma, (IVAT) and this Summit. As a volunteer with IVAT, it is your responsibility to understand and abide by the policies explained below. These policies apply to all persons, whether they volunteer as a member of a group or as individuals, regardless of length of time or frequency of volunteer activity.

Volunteers are expected to sign in and sign out for each shift worked. This allows IVAT to track volunteer hours and provide volunteers with proof of hours worked, if needed.



Volunteer Description

We are looking for volunteers who are comfortable in a fast-paced setting, willing to assist in a variety of Training Summit activities. Tasks may include registering participants for the Summit or for continuing education credits, putting together registration packets, setting up and helping with the selling of books, monitoring sessions, and general administrative tasks. **IVAT is looking for volunteers who can commit to a minimum of 5-hours of service.** Note that every 5 hours of volunteering at the Summit is equivalent to one day of Summit attendance, free of charge. Please contact me with any questions and thank you for your support.

Registration Desk- If you are working the registration desk, you will need to plan to work your full schedule. If you are scheduled for a 5-hour block, we ask that you forego attending any sessions for that block during rush hours. If you are working a full-day block, we ask that you let us know early in the day if there is a session or two that you wish to attend, so that we can prepare accordingly. If there is little activity during your shift, you can request to attend a session instead. Please get permission from Casey Rodriguez, Marketing and Events Specialist or Angela Schwab, Outreach and Volunteer Specialist.

Floater- In between sessions, anyone may be a floater, in addition to those assigned. Floaters will be responsible for:

- Knowing where everything is
- Being familiar with the layout of the meeting rooms
- Answering questions for Summit attendees
- Guidebook app support

Floaters will also be runners if a room needs anything or if we need extra copies of materials, or they may be a replacement if a volunteer position opens up. In-between sessions, Floaters can also be pulled into Bookstore or CE duties as those are their busiest times. In other words, Floaters must be flexible and willing to help with any task.

Continuing Education Desk- Help distribute profession-specific Continuing Education (CE) Instructional Packets to attendees. Answer any questions regarding CEs (don't worry, you'll be briefed). Enter on-site CE registration information to the CE Master List and verify payment.

Bookstore- IVAT will have several tables of discounted books to sell at the Summit. Plan to report 10 minutes prior to the beginning of your shift to check in with the Bookstore Coordinator for briefing.

Room Monitors

BEFORE THE SESSION

- Go to the Volunteer Booth to pick up your Room Monitor Clipboard that will include:
 - Evaluation Forms & Cover Sheet
 - Laminated Time Monitor cards
- Plan to arrive at the meeting room at least 15 minutes prior to the beginning of the session
- Check- in with speakers, give them the Speaker Name Cards to use, and make sure that they are in the correct room and that their audio/visual needs are met.
- Report any audio/visual problems to a staff person or Tech Support Volunteer at the Volunteer Booth



- Make sure that speakers have water available.
- If a moderator is present, hand him/her the laminated Time Monitor cards. If there is no moderator for your workshop, you are in charge of using the cards to alert speakers of the remaining time.
- If attendees mention that the room is too hot/cold, adjust the room thermostat as needed, or contact staff to notify the hotel.

DURING THE SESSION

- Take pictures of the session speaker and attendees for our program app.
- As attendees begin to enter, smile and greet them – you are important and represent the Conference and IVAT! Ensure that all attendees have name badges. If an individual does not have a name badge, you should instruct him/her to proceed to the Registration Desk to obtain one. They can't attend a session without one.
- Answer general questions. Be certain to familiarize yourself with the property so that you will be able to direct attendees to meeting rooms/elevators if needed.
- Request that all cell phones be silenced (or remind the speaker/moderator to make that announcement).
- About 15 minutes after the session has started, take a headcount and write that on the Cover Sheet. Do so again halfway through the session, and 10 minutes before the end.

AFTER THE SESSION

- Collect the evaluation forms, write the title and session #, and speaker(s) name(s) on the Cover Sheet, and place this sheet on top of the evaluations.
- If this is the last session of the day, prepare the room for use the next day: Pick up around chairs, tables, floors; clear podium; return lost items to the Volunteer Booth.
- Return the following items to the Volunteer Booth immediately following the session:
 - Evaluations with Cover Sheet
 - Copy of handouts
 - Laminated Time Monitoring cards
 - Clipboard

Volunteer Lead- This position is available for Gold and Silver Volunteers ONLY. Leads are expected to attend a one-hour training conference call prior to the summit (counts toward total volunteer hours). Leads must arrive 30 minutes prior to the start of each shift (7 am for am shift and 12 pm for pm shifts). Leads provide onsite training for new volunteers and may receive priority pre-summit assignments, and discounts for recruiting 10 or more volunteers to assist with the Summit. Please contact Angela Schwab at angela.schwab@alliant.edu for more information.

Star Volunteer Program

For all volunteers:

- Waive registration fees at exchange of 5 hours for 1 day of Summit attendance (not to include Pre-Summit Sessions)
- Certificate of Appreciation upon completion
- Names listed on "Thanks to You" slide during Awards Lunch

Bronze Star Volunteers (volunteers returning for 2nd-4th year, in addition to all of the above):

- "Bronze Star Volunteer" sticker name badge
- Token of Appreciation
- 10% Discount on Bookstore purchases
- 20% Registration Discount for one other IVAT training of their choice



Silver Star Level Volunteers
9th year, in addition to all of the above):

- Recognition during Awards Lunch
- “Silver Star Volunteer” sticker name badge
- 20% Discount on Bookstore purchases
- 50% Registration Discount for one other IVAT training of their choice
- Reserved seating at Awards Luncheon

(volunteers returning for 5th-

Gold Level Volunteers (returning for 10th year or more, in addition to all of the above):

- “Gold Star Volunteer” sticker name badge
- Registration fees waived for one other IVAT training of their choice
- Reserved seating and recognition at Awards Luncheon with presentation of acknowledgement of dedicated service
- Invitation to Distinguished Guest Dinner

Job Duties:

The Summit is fast-paced. Please be aware that your job duties may shift throughout your volunteer period, depending on the needs of the Summit at any particular time. Your cooperation and flexibility in performing such additional work is appreciated.

Additional Policies and Procedures:

- Volunteers promote an environment of mutual respect with all staff, volunteers, and participants, in accordance with the IVAT mission.
- Volunteers must respect the privacy and confidentiality of any information that may be obtained while working within IVAT.
- All relationships between volunteers and staff, other volunteers, and participants shall be professional and within the boundaries of the particular volunteer job or activity, including dress, and language.
- IVAT promotes an environment free from drugs and alcohol, sexual harassment, verbal and physical abuse, and violence.
- Volunteers are trained for their specific tasks, duties, and responsibilities, and shall carry these out to the best of their abilities. Volunteers will follow the directions of the supervisory staff.
- The safety and health of each volunteer is of extreme importance to IVAT. You must report any injury and/or safety incident to your supervisor immediately, regardless of its apparent severity

I, _____, agree to abide by the policies and terms stated above. I understand that IVAT retains the authority to ask me to cease volunteering and leave the property if I violate any of the above policies. I will hold harmless IVAT from all liability, personal injury, loss, or damage whatsoever from any cause which may arise from activities in and about the facilities of IVAT event and/or on behalf of IVAT.

Signature

Date



VOLUNTEER APPLICATION 2017

Name _____ Date _____
 Business or Organization _____
 Mailing Address _____
 City _____ State _____ Zip _____
 Work Phone _____ Home Phone _____
 Cell Phone _____ Email _____
 Emergency Contact Name: _____ Cell Phone: _____

Please Answer the Following Questions:

1. Are you planning to exchange your volunteer hours for Summit registration? Yes No
2. How many total hours do you want to volunteer? (5 hours for each free day) _____
 (As a reminder, you must work a total of 15 hours on-site in order to receive free, Pre-Summit & Training Summit registration)
3. Have you volunteered for IVAT before? Yes No
4. If you have volunteered at IVAT before, please indicate how many years you have been a volunteer:
 2-4 5-9 10+

Please Specify Your Availability On The Chart Below:

Tell us your work availability for the following days by marking the appropriate box below. *Be sure to set your Summit attendance schedule first, so that you will not be scheduled to volunteer when you want to be in session. Midstream changes are often not possible. If you decide to work a full day, please remember to plan for lunch (on your own). We will be happy to schedule a lunch break between your shifts!*

Please indicate your availability with an (X) on the chart below: SHIFTS ARE 5 HOURS

- Self-care session set up and monitoring 5:45 am-8 am Monday, Tuesday and Wednesday. 6-8 pm Monday and Tuesday

	5:45-8 am	6-8 pm
Monday Sept 25	•	•
Tuesday Sept 26	•	•
Wednesday Sept 27	•	• N/A

- 7:30am - 12:30pm (5 hours) and/or
- 12:30pm - 5:30pm (5 hours)



VOLUNTEER TASK PREFERENCES:

Friday Sept 22 <small>(Space is limited)</small>	7:30am- 12:30pm	12:30-5:30
Saturday Sept 23 Think Tank		
Saturday Aug 23		
Sunday Aug 24		
Monday Sept 25		
Tuesday Sept 26		
Wednesday Sept 27		

Please, indicate priority preferences using 1, 2, 3, etc. (1 being your first choice). While we will do our best to accommodate your top choices, we cannot guarantee assignments

PRE-SUMMIT ONLY (Sept 21st-22nd)

___ Summit Folder Stuffing

Bookstore Set-up

___ Name Tags, Registration & CE Set-up

PRE-SUMMIT & Training Summit (Sept 21st-27th)

___ Registration Table ___ Continuing Education Table

___ Book Sales ___ Floater

___ Tech Support ___ Self-Care Room Monitor

***Indicate choices of sessions or panels for Room Monitoring (consult the online Summit Program – available at www.ivatcenters.org). Note that if you ONLY want to Room Monitor, you must select enough workshops to add up to a total of 5, 10 or 15 hours, depending on how many hours you want to volunteer. Most workshops are 1.5 hours each.

Submit Your Volunteer Application (including the signature page) to:
Angela Schwab at angela.schwab@alliant.edu or fax to (858) 527-1743

PLEASE NOTE: Once the Volunteer Department has received the completed application, you will receive a confirmation email. We will then provide you with a **volunteer discount code** so that you may register online. Volunteers are required to register **within 24 hours of receiving the code**. If you fail to register, your assignments and waived registration may be cancelled.

YOU CANNOT REGISTER ONLINE BEFORE WE PROVIDE YOU THE VOLUNTEER CODE TO WAIVE YOUR FEES.

(Assignments are subject to change)