



Dear Prospective Volunteer,

Thank you for your interest in volunteering for the 2018 LAMFT Annual Conference. Before you agree to volunteer, it is imperative that you know what will be expected of you. In exchange for your conference registration waiver, you will be assigned to work ONE FULL DAY of the Conference. You must report directly to the Conference Volunteer Coordinator **at least 15 minutes prior to your assigned time.**

Volunteers will receive assignments as needed at the discretion of the Volunteer Coordinator. However, every effort will be made to place volunteers at their requested placement. Some of the possible placements are as follows:

Registration Table Attendant-You will check-in participants who have pre-registered, and/or process participants who are registering on site.

Conference Assistant-You may be asked to run errands, such as having additional copies of handouts made or assisting with moving conference materials, etc.

Plenary/Workshop Session Monitor-You will closely monitor the door to the assigned session room, hand out the workshop evaluation forms as they enter. You will also monitor attendees who enter/leave the session. At the end of the session, you will collect the completed evaluations. All evaluations will be placed in a large envelope, and given to the Conference Volunteer Coordinator. If a participant leaves early from a session, you will note the time they left on the evaluation they hand in.

It is absolutely essential that our volunteers be committed, reliable, and dependable in their assignments. Please ask one of your faculty members to sign the faculty recommendation included in this volunteer packet.

Your Conference Registration fees will be returned to you after you complete your assigned shifts. Should you for any reason, be unable to fulfill your commitment, the Conference Registration Fees will **NOT** be returned and will be deposited to pay for your conference.

Please note: The deadline to apply is February 1, 2018. Assignments will be made on a first come/first served basis. If selected, you will receive an email regarding the specific date/time you are to report. If you have special skills and particular interests in a volunteer position, please let us know. *If you have any questions, please contact the Volunteer Coordinator: Rashida Taylor @ rashidataylor13@gmail.com*

We are looking forward to an exciting conference this year, and we count on our volunteers to help it run smoothly! Again, thank you for your interest.

Sincerely,

Louisiana Association for Marriage and Family Therapy Executive Board

When applying to volunteer:

Send your **conference registration form, payment, AND your Volunteer Form completed and signed** by mail to:

Jessica Baudoin, PhD
3936 Olias Road
Erath, LA 70533

Clearly write **STUDENT VOLUNTEER** at the top of your registration form.

COMPLETE AND RETURN THIS PAGE BY MAIL

2018 LAMFT Annual Conference Volunteer Form

Please type or print clearly

Name of Potential Volunteer: _____

Email Address: _____

College/University: _____

FACULTY RECOMMENDATION:

I, _____, a faculty member at the above named college/university, recommend the above named potential volunteer as a volunteer at the 2018 LAMFT Annual Conference. She/he is committed, reliable, and dependable and will make an excellent conference volunteer.

Faculty signature

date

PREFERRED Schedule and Assignment Form:

Please indicate the **two** shifts that you prefer to volunteer by placing a "1" next to each of your two preferred shifts and a "2" next to each of your two alternate selections. **REMEMBER, you must work one full day (2 shifts).** While we will make every attempt to accommodate you, we cannot guarantee that the schedule you receive is what you have indicated as your preferences.

Thursday February 15, 2018

___ 1:30 pm till 5:30 pm

___ 3:30pm till 6:30 pm

___ 5:30pm till 8:30pm

Friday February 16, 2018

___ 12:00 pm till 5:30 pm

___ 2:30 pm till 8:30 pm

Saturday February 17, 2018

___ 12:00pm till 3:00pm

You must report directly to the Volunteer Coordinator at least 15 minutes prior to your assigned time.

PREFERRED Assignment

___ Registration Table

___ Conference Assistant

___ Plenary/Workshop Room Monitor

___ NO PREFERENCE, place where needed most