

# Share your Serving Heart

## Be a part of our Conference Volunteer Team!

Name *	Home Phone	Cell Phone
Address	Apt #	
City	STATE	ZIP
Email address (please print)	Date Submitted	

### Which conference are you volunteering for?

**Western/CO conference**\_\_\_\_\_

**North Central/MN conference**\_\_\_\_\_

Please check all the conference volunteer options with which you can help, and our Volunteer Coordinator will follow up with you.

Your Serving Heart Choices:

**All Day Saturday** (reminder: do not register for the Conference)

Personal Assistant to a Speaker: \_\_\_\_\_

Speaker Book Table Assistant: \_\_\_\_\_

**Friday Night** (before Moms Night Out)

Schedule Pick Up    Friday Night \_\_\_\_\_ Saturday \_\_\_\_\_ No preference \_\_\_\_\_

**Saturday Day** (during the Conference: between or during workshops)

Hostess (between)    Friday Night \_\_\_\_\_ Saturday \_\_\_\_\_ No preference \_\_\_\_\_

Hearts Shoppe (during 1 wrkshp)    Friday Night \_\_\_\_\_ Saturday \_\_\_\_\_ No preference \_\_\_\_\_

Have you attended a Hearts at Home Conference before? \_\_\_\_\_

If yes, where and when? \_\_\_\_\_

Have you volunteered at a Hearts at Home Conference before? \_\_\_\_\_

If so, what area(s)? \_\_\_\_\_

If you have any questions or concerns, or if there is other information you would like to provide about yourself, please feel free to write them below:

\*If you have difficulty entering the data in a .pdf file, then please save as a Word file or cut and paste in an email.

**Thank you for volunteering to serve at Hearts at Home!**

# Share your Serving Heart

## Be a part of our Conference Volunteer Team!

### **All Day Positions:**

**These volunteers SHOULD NOT BE registered for Conference.**

**The time commitment is approximately 7:15am -6:00pm on Saturday.**

**All Day Volunteers are provided a lunch, conference bag and an open workshop list.**

Speaker Book Table Assistants: Many of the workshop and keynote speakers have books or other materials for sale at their speaker table. Volunteers help manage the table during speaker's absence and assist at other times. They answer questions and help sell books. *This is an all-day commitment; however, there may be an opportunity to take in some workshops during the day. Some standing is necessary.*

Personal Assistant for Speakers (PA): Personal Assistants stay with the same speaker throughout the conference. The PA introduces the speaker at his/her workshops, assist with audio/visual materials or equipment, gets the speaker's lunch and works the book table. These volunteers need to be outgoing, flexible and have high energy. Commitments need to be firm! *Some standing and walking is necessary.*

### **Limited Time Positions**

**Most require a time commitment of 90 minutes or fewer**

**These volunteers SHOULD BE registered for Conference**

Schedule Pick Up: Women working in this area may be the first face-to-face contact with Hearts at Home that attendees have. Their job is to make the attendee feel welcome and hand her a bag with her schedule and program. Volunteers should also be able to help first time attendees if they have basic questions (where do I go first, where do I get lunch, etc.) and direct her to Hearts at Home staff if there are more complicated questions (problems with the schedule, etc.). This job can be done while sitting down. *Volunteers are needed Friday night before MNO and Saturday morning. They need to arrive approximately 30 minutes before schedule pickup opens; these volunteers will be given preferred seating for Moms Night Out or the Main Session.*

Hostesses: These women help attendees find their workshops, help with crowd control and give directions and information. They are strategically posted throughout the building.

*Volunteers need to be in their assigned places before and after Main Sessions and workshops; this will involve leaving your session a few minutes early and arriving a few minutes late. Standing and walking are necessary.*

Powder Room Hostesses: These women assist the Hostess coordinator with restocking supplies in the rest rooms. *Volunteers need to be flexible with their schedules, checking with the Hostess Coordinator and checking their assigned restrooms periodically throughout the Conference. A cell phone with texting capabilities is also helpful.*

Hearts Shoppe Helpers: These women may bag purchases and stock as needed in the merchandise area of the conference. *Volunteers will help in the shoppe during one of their workshops. They will be standing up most of the time; there may also be bending and lifting.*

**Thank you for volunteering to serve at Hearts at Home!**