

 <p>California Unified Program Annual Training Conference</p>	<p><b>California Unified Program Agency (CUPA) Training Conference February 5 - 8, 2018 Hyatt Regency, San Francisco Airport Burlingame, San Mateo County</b></p> <p><b>CUPA Scholarship Announcement Applications Due by October 31, 2017 at <a href="http://www.calcupa.org">www.calcupa.org</a></b></p>	
------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------

## Scholarship information

Mark your calendar now for the 20<sup>th</sup> Annual California Unified Program Training Conference, February 5 - 8, 2018, at the Hyatt Regency, San Francisco Airport. Scholarships are available for CUPA and PA technical staff only.

### Applications are due by October 31<sup>st</sup>

Go to [www.calcupa.org](http://www.calcupa.org) and log into your profile to apply. If you do not have a profile you will need to set one up. Please update your profile to make sure your email address is correct. After you apply you will receive an email from [conferencemanager@calcupa.org](mailto:conferencemanager@calcupa.org) confirming receipt of your scholarship application which will include the hotel reservation link for scholarships.

### FEATURES AT THE 2018 CUPA CONFERENCE:

- Twelve tracks of technical training sessions **Monday–Wednesday 8am-5pm & Thursday 8am-3pm.**
- Tracks include HazMat/Risk Management, HazWaste, UST, Admin & Mgmt, Enforcement, Clean UP, APSA, Industry, Emergency Response, HAZWOPER, Cannabis and Technology.
- A sophisticated conference management tracking system that includes online registration for conference sessions that will provide personalized training certificates.
- As an Accrediting Agency, the CUPA Forum will offer Continuing Education Contact Hours (CECH) for Registered Environmental Health Specialists.
- ICC Contact hours may be available for all of the underground storage tank sessions.
- 101 Beginning level, 201 Intermediate level and 301 Advanced Sessions.
- HAZWOPER Sessions on Monday, Wednesday and Thursday.

### THIS SCHOLARSHIP COVERS:

- Registration fee of \$645
- Hyatt Hotel discounted parking rate at \$12 per day and airport parking during the conference dates.
- Shuttle service to/from the airport is complimentary by the Hyatt; so no reimbursement is provided.
- Hyatt hotel rate of \$170 plus taxes = \$191.55 by using the scholarship reservations link under the CUPA Block <https://aws.passkey.com/go/2018CalCUPAForum> (or use the link in your confirmation from [conferencemanager@calcupa.org](mailto:conferencemanager@calcupa.org) when you receive your award e-letter). Please book your hotel room early as the hotel will sell out. If you cancel, **it is mandatory that you cancel your reservation directly** with the Hotel or a future scholarship will be declined for no-shows.
- Airfare at the **best rate** and fee for one bag of luggage each way or mileage with a max reimbursement of \$350.00 at the current federal per diem rate of 53.5 cents per mile.
- Specific meals (Monday breakfast \$10 & Sunday-Thursday dinner \$30 each max) depending on your schedule and the request that gets approved. Breakfast is provided Tuesday - Thursday and lunch is provided Monday - Thursday. No other lunches will be reimbursed.
- **You are required to make your own travel arrangements and hotel reservations.**
- **Receipts will be required for every purchase (excluding meals).**



**California Unified Program Agency (CUPA)  
Training Conference February 5 - 8, 2018  
Hyatt Regency, San Francisco Airport  
Burlingame, San Mateo County**

**CUPA Scholarship Announcement  
Applications Due by October 31, 2017  
at [www.calcupa.org](http://www.calcupa.org)**



## **THIS SCHOLARSHIP DOES NOT COVER:**

- Other hotels or additional hotel nights (unless pre-approved)
- Upgraded rooms or hotel bellmen tips
- Rental cars or cab fares around the area
- No gas or mileage reimbursement if using an Agency car
- Additional room charges such as internet, phone calls or fax charges
- Alcoholic beverages or other personal expenses
- No shows

## **SCHOLARSHIP AWARD & REQUIREMENTS**



- **Award notices will be emailed in November.**
- **You must confirm acceptance of your scholarship by December 15, 2017, by logging into your existing Conference Manager account at <http://www.calcupa.org>; otherwise, you will relinquish it.**
- Enter your REHS# if applicable for CECH's.
- You are required to indicate the class sessions you are interested in attending. Priority will be given to pre-registered attendees if a session is full. Please choose your sessions by December 31<sup>st</sup>.
- Indicate which lunches you will be attending so we can plan accordingly.
- You will be required to complete an evaluation within seven days of the training in your profile to obtain REHS/ICC credit.

## **ONCE YOU ACCEPT THE SCHOLARSHIP:**

- Once you accept your scholarship, the CFB will PRE-PAY your registration fee. Accept your scholarship by logging into your account at [www.calcupa.org](http://www.calcupa.org), click scholarship, click accept. You must accept or decline your scholarship by **December 15<sup>th</sup>**.
- Other expenses can be reimbursed either directly to you or to your agency after the conference. Please let us know how to reimburse you when you file your Travel Expense Claim (TEC) reimbursement form. **MAIL** in your TEC reimbursement form with ALL RECEIPTS for your expenses no later than **March 31, 2018, to CAL CUPA Forum, Attn: Sheryl Baldwin, P.O. Box 2017, Cameron Park, CA 95682-2017.**

## **VOLUNTEER REQUIREMENTS**



- **Sign up to volunteer after you receive notification of an approved scholarship by logging into your account between November 15<sup>th</sup> – December 31<sup>st</sup> at [www.calcupa.org](http://www.calcupa.org)**
- Details on these volunteer positions are posted under VOLUNTEERS on the website.
- If required volunteer service is not completed, a scholarship for next year's conference will be declined.

 <p>California Unified Program Annual Training Conference</p>	<p><b>California Unified Program Agency (CUPA) Training Conference February 5 - 8, 2018 Hyatt Regency, San Francisco Airport Burlingame, San Mateo County</b></p> <p><b>CUPA Scholarship Announcement Applications Due by October 31, 2017 at <a href="http://www.calcupa.org">www.calcupa.org</a></b></p>	 <p>ACCREDITING AGENCY <b>CALIFORNIA CUPA FORUM</b> www.calcupa.org</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## VOLUNTEER OPPORTUNITIES

**Each scholarship recipient must VOLUNTEER during the conference to help with various tasks.** Sign up on the Conference Management System from your individual account under scholarship and select ONE of the tasks listed below. Please keep in mind that if you are in a training session prior to the selected volunteer assignment, you must leave that session early in order to check in at least 15 minutes prior to your assignment. Volunteer assignments can be confirmed by viewing and/or printing your individual itinerary.

- 1. Presentation/Speaker** – Present a Session at the conference. If you have Session you are interested in presenting please complete the Abstract form before August 31<sup>st</sup> [.https://calcupa.org/submit-abstracts/index.html](https://calcupa.org/submit-abstracts/index.html) Speakers are pre-approved. Do not submit requests to volunteer to be a Presenter/Speaker. The Speaker assignment does fulfill the Volunteer requirement and you will not need to volunteer for any additional assignment.
- 2. Conference Customer Service** – Must check in 15 minutes prior to the start of the assignment at the Registration Desk and check out after the assignment. Customer service volunteers wear a CUPA Conference staff polo shirt and will be stationed near the conference schedule posters to assist conference attendees locate classrooms.  
**Times:** 7:30-9:00am, Mon-Wed and one assignment fulfills the volunteer requirement.
- 3. CUPA Kiosk Booth** – Must check in 15 minutes prior to the start of the assignment at the Registration Desk and check out after the session. Volunteers help attendees with the new calcupa.org website and the mobile ap. They should teach attendees how to add or remove sessions from their itinerary, view and/or print their itinerary, add or delete scanner and room monitor volunteer assignments, sign up for other volunteer assignments, check scans of their sessions, complete session and conference evaluations, explain the pitfalls of creating duplicate accounts and losing their training history. Volunteers will also give one raffle ticket per person if they are presented with a fully completed vendor page.  
**Times:** 7-9am, 9-11am, 11am-1pm, and 1-3pm, Mon-Thurs and 3-5pm, Mon-Wed.
- 4. Gov't Only Session Security** –Must check in 15 minutes prior to the start of the session at the Registration Desk and check out after the session. Gov't only session security monitor the doors on sessions that can only be attended by government employees or are closed sessions and ask non-gov't attendees to find another session to attend.  
**Times:** As indicated on the program and are subject to change if the overall conference program changes.
- 5. Lunch Ticket takers** – Must check in 15 minutes prior to the start of the assignment at the Registration Desk and check out after lunch. Lunch ticket takers will be stationed near the ballroom doors or the box lunches and collect the daily lunch ticket. Each volunteer will count the number of lunch tickets collected and return them to the Registration Desk.  
**Times:** 11:30am-12:45pm, Mon-Thurs and one assignment fulfills the volunteer requirement.

 <p>California Unified Program Annual Training Conference</p>	<p><b>California Unified Program Agency (CUPA) Training Conference February 5 - 8, 2018 Hyatt Regency, San Francisco Airport Burlingame, San Mateo County</b></p> <p><b>CUPA Scholarship Announcement Applications Due by October 31, 2017 at <a href="http://www.calcupa.org">www.calcupa.org</a></b></p>	 <p>ACCREDITING AGENCY <b>CALIFORNIA CUPA FORUM</b> www.calcupa.org</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------

6. **Name Badge Scanners** – Must check in at the Scanner booth 15 minutes prior to the session to pick up scanner and receive training, if necessary, and check out at the Scanner booth after all attendees have been scanned out of the session. Volunteers scan attendees in and out of sessions and must stay posted at the doors during the entire session. To volunteer, first add the session to your itinerary in your individual account and then click on the heart icon. If you drop the session from your itinerary to attend a different session, please remember to remove yourself as the scanner.  
**Times:** run concurrent with program sessions and one assignment fulfills the volunteer requirement.
7. **Room Monitors** – Must check in and out at the Registration Desk prior to and after the session. Room monitors provide support to the session speaker; help them set up and start and end session on time; help pass the microphone around when there is a question and answer period; make sure scanners are at and stay at the door; make sure there is water in the room and may need to go to the Registration Desk during the session to report any issues with the room or AV.  
**Times:** run concurrent with program sessions and one assignment fulfills the volunteer requirement.
8. **Shuttle drivers** – Must check in with the Shuttle Coordinator 15 minutes prior to the start of and after the assignment. Shuttle drivers will drive a CUPA shuttle van and pick up/drop off attendees who are arriving/departing from the airport or staying at outlying hotels and bring them to and from the conference. Shuttle drivers are asked to provide the Shuttle Coordinator with a cell phone number for contact purposes.  
**Times:** 6:30-8:30am, Mon-Thurs, 4:30-6:30pm Mon-Wed, 2:30-4:30pm, Thurs
9. **Sunday Set Up** – Reporting times can vary; however, after checking in must volunteer for two full hours. Volunteers help to unload the CUPA trailer, assemble conference materials, collate lunch tickets, tie ribbons on speaker gifts, set up the CUPA Kiosk, assemble easels, set out signage and set up for early registration on Sunday evening.  
**Times:** First shift starts at 9-11am, 11-1pm, 1-3pm, Sunday only
10. **Thursday Tear Down** – Reporting times can vary slightly; however, after checking in must volunteer for two full hours. Volunteers help to pack up the conference office, breakdown the CUPA Kiosk and easels, pick up all signage, laptops and projectors, and help load the CUPA trailer.  
**Times:** First shift starts at 1pm-3pm, 3pm-5pm, Thurs only

If you have any questions regarding the scholarship conditions, please contact CAL CUPA FORUM, Sheryl Baldwin at [Sheryl@calcupa.org](mailto:Sheryl@calcupa.org) or 530-676-0815.