
 <p>California Unified Program Annual Training Conference</p>	<p>California Unified Program Agency (CUPA) Training Conference February 25 - 28, 2019 Anaheim Marriott Orange County</p> <p>at www.calcupa.org</p>	
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VOLUNTEER Positions Available


- Sign up to volunteer by logging into your account at www.calcupa.org
- Details on these volunteer positions are posted under INFO/FORMS as 2019 Volunteer Positions Available on the website at www.calcupa.org.

VOLUNTEER OPPORTUNITIES

VOLUNTEER during the conference to help with various tasks. Sign up on the Conference Management System from your individual account by clicking on SELECT VOLUNTEER ASSIGNMENT in the Scholarships tab and selecting 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. Customer Service** - Must check in 15 minutes prior to the start of the assignment at the Registration Desk and check out after the session. Will wear CUPA Conference staff polo shirt and will assist conference attendees locate classrooms and sessions.
- 2. 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 app. 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, use the mobile app on a Smart Phone, find speaker presentations, 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.
- 3. 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.

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4. **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. Go to your itinerary and click on the green options button and click Volunteer to Scan and a green checkmark will appear to the right of the session below the room. If you drop the session from your itinerary to attend a different session, please remember to remove yourself as the scanner by going to your itinerary and clicking on the green checkmark which will remove the assignment from your itinerary.
Times: run concurrent with program sessions and one assignment fulfills the volunteer requirement.

5. **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. To volunteer, first add the session to your itinerary in your individual account and then click on the green options button and click Volunteer to Monitor. A green checkmark will appear to the right of the session below the room. If you drop the session from your itinerary to attend a different session, please remember to remove yourself as the room monitor by going to your itinerary and clicking on the green checkmark which will remove the assignment from your itinerary.
Times: run concurrent with program sessions and one assignment fulfills the volunteer requirement.

6. **Sunday Set Up** –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 is from 9am – 11am and second shift is from 11am – 1pm, Sunday only

7. **Thursday Tear Down** –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 is from 1pm – 3pm and second shift is from 3pm - 5pm, Thursday only

If you have any questions regarding the Volunteer assignments, please contact CAL CUPA FORUM, Sheryl Baldwin at Sheryl@calcupa.org or 530-676-0815.

Check out the website for current information at www.calcupa.org