



**California Unified Program Agency (CUPA)
Training Conference February 25 - 28, 2019
Anaheim Marriott
Orange County**

at www.calcupa.org



VOLUNTEER Positions Available

- Sign up to volunteer by logging into your account 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 VOLUNTEER ASSIGNMENTS 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. CUPA Kiosk Booth** – Must check in 15 minutes prior to the start of the assignment at the Volunteer Counter 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, assist with check in/out codes for Sessions, complete Session evaluation and conference survey, use the mobile ap on a Smart Phone, explain the pitfalls of creating duplicate accounts and losing their training history.
Times: 7-9am, 9-11am, 11am-1pm, and 1-3pm, Mon-Thurs and 3-5pm, Mon-Wed.
- 2. Gov't Only Session Security** –Must check in 15 minutes prior to the start of the Session at the Registration Volunteer Counter 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.
- 3. Name Badge Scanners** – Must check in at the Scanner booth 15 minutes prior to the Session to review instructions on the Attendee Check In/Check Out process. Volunteers will be provided Check In/Check Out codes on their Itinerary 15 minutes before Session start (or receive them at the Scanner booth) and assist Attendees with entering their Codes. Volunteers will post the Check In Code on the Flip Chart 15 minutes before the start of the Session. Volunteers will post the Check Out Code on the Flip Chart 15 minutes before the end of the Session. Volunteers are stationed near the door during the Session. To volunteer, first add the Session to your Itinerary in your individual account. Go to your Itinerary, click on the Volunteer button, select "Volunteer to Scan". A button with your selection will appear below the "Volunteer" button. A highlighted note will appear reminding you that "You are a volunteer Scanner for this Session". If you drop the Session from your Itinerary to attend a different Session, please remember to remove yourself as the scanner by first going to your Itinerary and clicking on the "x Remove" button which will remove the assignment from your Itinerary.
Times: run concurrent with program Sessions

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4. Room Monitors – Must check in and out at the Volunteer Counter prior to and after the Session. Room monitors provide support to the Session speaker; help them set up and start the Session on time; hold up 5 minute cue to the speaker as Session time is ending; 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 "Volunteer" button and click "Volunteer to Monitor". A button with your selection will appear below the "Volunteer" button. A highlighted note will appear reminding you that "You are a volunteer Monitor for this Session". If you drop the Session from your Itinerary to attend a different Session, please remember to remove yourself as the room monitor first by going to your Itinerary and clicking on the x Remove" button which will remove the assignment from your Itinerary.

Times: run concurrent with program Sessions

5. Sunday Set Up –After checking in, you 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 is from 9am – 11am and second shift is from 11am -1pm, Sunday only

6. Thursday Tear Down –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 is from 1pm – 3pm and second shift is from 3pm to 5pm, Thurs only

If you have any questions regarding the scholarship conditions, 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