

	<p align="center"><b>California Unified Program Agency (CUPA)</b>  <b>Training Conference February 3 -6, 2020</b>  <b>Hyatt Regency, So, San Francisco</b>  <b>San Mateo County</b></p> <p align="center">at <a href="http://www.calcupa.org">www.calcupa.org</a></p>	
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## 2020 VOLUNTEER “Check In/Out” INSTRUCTIONS

In order to maintain your scholarship eligibility in the future, all scholarship recipients are required to participate (and be ‘checked in’) in a Volunteer Assignment. One of the ways to accomplish this requirement, is to Volunteer as a Monitor for a Session. This will be our 2<sup>nd</sup> year using an attendee’s Itinerary for check in/out of their Sessions. Individuals are responsible to check themselves in/out of their Session using their smart phone, laptop or CUPA computer located in the kiosk area in order to receive CEUs. Your job is to provide the check in/out codes to Session attendees.

- Sign in at the CUPA kiosk volunteer table at least 20 minutes prior to the Session for which you are volunteering to review instructions on the Attendee Check In/Check Out process, make sure you receive credit for your volunteer hours & receive your volunteer badge.
- Volunteers will be provided Check In/Check Out codes on their Itinerary and receive them at the CUPA kiosk volunteer table when ‘signing in’ to assist Attendees with entering their Check In/Check Out codes at the beginning & end of the Session.
- Volunteers will post the **Check In Code** in large print on the Flip Chart in front of the room **15 minutes** before the start of the session.
- Volunteers will post the **Check Out Code** in large print on the Flip Chart in front of the room **15 minutes** before the end of the session.
- Volunteers are to sit near session entrance during the entire session and assist attendees.
- If there are questions you can’t answer, please direct them to the CUPA kiosk volunteer table.

Session ID: \_\_\_\_\_ Room ID: \_\_\_\_\_

Check In Code: \_\_\_\_\_ Check Out Code: \_\_\_\_\_

Your Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Please return this form to the CUPA kiosk, signed, after your session is completed and return your volunteer badge – please note any suggestions or observations on the back of this sheet.** If you have any questions regarding the Check In/Check Out process, please contact our webmaster at [webmaster@calcupa.org](mailto:webmaster@calcupa.org) or call Tim at 530.263.8488.