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|  | <p align="center">California Unified Program Agency (CUPA) Training Conference February 26-29, 2024 Hyatt, Burlingame San Mateo County</p> <p align="center">CUPA/PA Scholarship Announcement Applications Due by October 13, 2023 at www.calcupa.org</p> |  |
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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 Scholarship tab 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** – Presenting a Session at the conference counts as volunteering. Thank you for being a presenter and sharing your knowledge with others. Speakers are pre-approved and listed on the Conference agenda by October 31, 2023.
2. **CUPA Kiosk** - Volunteers help attendees with the website, teach attendees how to add or remove Sessions from their itinerary, view their itinerary, add or delete Sessions and room monitor volunteer assignments, sign up for other volunteer assignments, check attendees check in and check out codes for their Sessions, complete Session and conference evaluations. Explain the pitfalls of creating duplicate accounts and losing their training history.
Times: 7-9am, 9-11am, 11am-1pm, and 1-3pm, 3-5pm, Mon-Thursday.
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.
4. **Room Monitors** – Must check in and out at the Volunteer Desk prior to and after the Session. Room monitors provide support to the Session speaker; help them set up and start/end Session on time; help pass the microphone around when there is a question-and-answer period; make sure check in/check out codes are at the door; make sure there is water in the room. May need to go to the Registration Desk during the Session to report any issues with the room or AV needs. 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: Runs concurrent with Program Sessions and one assignment fulfills the volunteer requirement.

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|  <p>California Unified Program Annual Training Conference</p> | <p>California Unified Program Agency (CUPA) Training Conference February 26-29, 2024 Hyatt, Burlingame San Mateo County</p> <p>CUPA/PA Scholarship Announcement Applications Due by October 13, 2023 at www.calcupa.org</p> |  <p>ACCREDITING AGENCY CALIFORNIA CUPA FORUM www.calcupa.org</p> |
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5. **Lunch Ticket Takers** – Check in at the Volunteer Desk at 11:30am – 12:30pm. Take lunch tickets from attendees at doors of ballroom and at box lunch tables. Monday – Thursday.

6. **Sunday Set Up** – Reporting times can vary; after checking in please volunteer for at least two full hours. Volunteers help to 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. Move office downstairs after registration is set up.
Times: First shift starts at 9am and last shift ends at 3pm, Sunday only.

7. **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 and last shift ends at 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