



California Unified Program Agency (CUPA)
Training Conference March 24-27, 2025
Marriott, Anaheim, Orange County

VOLUNTEER OPPORTUNITIES
www.calcupa.org



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VOLUNTEER during the conference to help with various tasks. Two volunteer hours are required for all scholarship recipients. 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 - <https://calcupa.org/volunteers/index.html> . Please remember to check in and out of your volunteer assignment at the conference to receive credit.

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. Track Coordinator** – help review session abstracts, confirm speakers or set up training tour.
- 2. 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](#).
- 3. CUPA Kiosk** - Volunteers help attendees with the calcupa.org website, teach attendees how to add or remove Sessions from their itinerary, view their itinerary, review room monitor volunteer assignments, sign up for other volunteer assignments, assist attendees with check-in and check-out codes for their Sessions, complete Session Evaluations and the Conference Survey. Explain the pitfalls of creating duplicate accounts and losing their training history. Training provided at the Kiosk. **Times:** 9-11am, 11am-1pm, and 1-3pm, 3-5pm, Mon-Thursday.
- 4. Regulators Only Session Security** – Must check in at the Volunteer Desk 15 minutes prior to and after the start of the Session. Key role is to monitor the entrance doors for Sessions that can only be attended by CUPA/PA Regulators by checking badges/lanyards. You must not allow Non CUPA/PAs to attend the Regulators Only Session.
Times: As indicated on the program and are subject to change if the overall conference program changes.
- 5. Room Monitors** – Must check in at the Volunteer Desk 15 minutes 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 posted timely on the poster board; 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, visit the first Volunteer's page at <https://calcupa.org/volunteers/index.html> and scroll to select a Session by clicking the green "Volunteer" button. This will add it to your itinerary. If you get an error, it means that you already have another Session in your Itinerary which is conflicting with this new assignment. If you drop the Session from your itinerary to attend a different Session, please remember to remove yourself as the room monitor on your itinerary.
Times: Runs concurrent with Program Sessions and one assignment fulfills the volunteer requirement.



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- 6. Lunch Ticket Takers** – Check in at the Volunteer Desk by 11:30 am. Lunch is from 11:45 am – 1:00 pm. Take lunch tickets from attendees at the Platinum Foyer to pick up their box lunch. Their name badge will tell you which box lunch they ordered. They need to pick up what they ordered. Volunteers will need to be present throughout lunch to collect lunch tickets. Monday – Thursday. Return all collected tickets to the registration desk. Since this is a 1 hour assignment, you need to also select another volunteer assignment to meet your 2 hour minimum requirement.
- 7. Sunday Set Up** – Reporting times can vary at the Gold Key meeting room; after checking in, please volunteer for at least two full hours. Volunteers help to assemble conference materials, 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 to Newport Beach after registration is set up 3-5pm.
Times: First shift starts at 9am and last shift ends at 5pm, Sunday only.
- 8. Thursday Tear Down** – Check in at the Volunteer Desk. Reporting times vary slightly; however, after checking in, the person 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 stage for loading by CUPA staff into the trailer.
Times: First shift starts at 1pm and last shift ends at 5pm, Thurs only.
- 9. Student Mentor** – Approved student mentors will be paired up with one student attending the CUPA conference to provide guidance and mentorship throughout the conference. Volunteers will be asked to meet with the students at breakfast on Wednesday morning 7-8 am and be available to answer questions regarding career pathways, classes, events, etc. Volunteers will be asked to engage with student(s) in conversations surrounding the CUPA programs, college studies, professional certifications/license, as well as career aspirations, opportunities, and pathways. Volunteers will be responsible for making the student(s) experience of the CUPA conference positive and informational. An email will be sent to you the week before the conference with your student contact information so you can plan to meet them at the conference starting Monday and touch base with them.
Times: Student Orientation **Wednesday March 26, 2025 from 7-8 am** breakfast at grand ballroom podium and Student Debriefing **Wednesday March 26, 2025 5-6 pm** in Elite Meeting room. A financial scholarship of \$250.00 will be awarded to four students.

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