

	<p align="center">27th Annual California Unified Program Agency (CUPA) Training Conference March 24-27, 2025 Marriott, Anaheim Orange County</p> <p align="center"><i>THEME: Embracing Change & Encouraging Collaboration</i></p> <p align="center">www.calcupa.org</p>	
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2025 SESSION VOLUNTEER INSTRUCTIONS

In order to maintain your scholarship eligibility in the future, all scholarship recipients are required to participate (and be ‘checked in/out’) in a Volunteer Assignment. One of the ways to accomplish this requirement is to Volunteer for an In-Session assignment. This will be our 5th year using an attendee’s Itinerary for check in/out of their Sessions. **Individuals are responsible for checking themselves in/out of their Session using their mobile phone, laptop or CUPA Kiosk computer to receive CEUs.** One of your jobs is to provide check in/out codes to Session attendees at your Volunteer Session.

- Sign in at the volunteer’s station (next to the CUPA Kiosk) 15 minutes prior to the Session for which you are volunteering to review the Attendee Check In/Check Out process, make sure you receive credit for your volunteer hours & receive your volunteer badge.
- Volunteers will be provided with Check In/Check Out codes 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.
- Some Volunteers must sit near the Session entrance during the entire Session and assist attendees with any questions/Others sit at front to assist speakers/move mic during Q&A.
- 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 or call/text Tim at 530.263.8488.