



Federally Employed Women 2010 National Training Program Volunteers



Greetings:

1. Volunteers are the individuals who help to fulfill the needs of all the areas that are so crucial to any successful program. If you plan to attend the 2010 National Training Program (NTP), please consider contributing some of your time to Federally Employed Women (FEW) in the exciting city of New Orleans.
2. The NTP is very important to FEW. One of the reasons this program continues to be successful is because of the participation of its many Volunteers. Yes, you the Volunteer are a vital part of this program. With that in mind, let's make it happen!
3. Volunteers will meet on both Sunday, July 11 at 9:00 a.m. and Monday July 12, at 7:30 a.m. in the Volunteer Room. ***PLEASE NOTE*** All Volunteers must be **PAID** attendees.
4. Volunteers are needed in the following areas for the 2010 NTP:
 - a. **Workshop Facilitators**—are individuals who will work directly in the classroom with the instructor. Monday through Thursday they will assist the instructor with, but are not limited to; distributing hand-outs, writing material on flip charts, maintaining attendance records, providing location of restrooms, monitoring breaks, etc. Volunteer working hours are 7:30 a.m.-11:30 a.m., 1:00 p.m.-4:30 p.m. or 7:30 a.m.-4:30 p.m. Facilitators should report for their assignments 30 minutes prior to the start of class. You could serve as the Facilitator for the classes that you plan to attend. All Facilitators will meet for 15-20 minutes both in the morning at 7:15 a.m. and at 4:45 p.m. in the afternoon.
 - b. **Registration Desk**—individuals will assist the Registration Desk with handing out registration envelopes, assuring that individuals are in the correct line and assisting on-site registrants with any questions about their application or required fees. The hours are 12:00 noon through 7:00 p.m. on Sunday; 7:00 a.m. through 6:00 p.m. on Monday and Tuesday; 7:00 a.m. through 5:00 p.m. on Wednesday and 7:00 a.m. to 1:00 p.m. on Thursday. All Volunteers should report for their assignment 20 minutes prior to opening of the Registration Desk. Every effort will be made to ensure that you have adequate breaks for lunch and dinner. Sunday and Monday are the heavy traffic days for registration. The more Volunteers, the better the results!
 - c. **NTP Bags**—individuals will be responsible for handing out NTP Bags, providing directions and resolving questions about the location of training events. The hours are 12:00 noon-7:30 p.m. on Sunday; 7:00 a.m.-6:30 p.m. Monday through Wednesday. All Volunteers should report 20 minutes prior to the opening of the NTP Bag area.
 - d. **Location Monitors**—Individuals will assist all NTP participants with finding their class locations, Registration Desk, Exhibit Hall and the many events that FEW holds throughout the training program. The hours are: Sunday 11:45 a.m.-7:30 p.m.; Monday 9:15 a.m.-9:45 a.m.; 8:15 a.m.—8:45 a.m. and repeat at 1:15 p.m.-1:45 p.m. Tuesday through Thursday. All Volunteers should report 20 minutes prior to the opening of each event.

- e. **Event Monitors**—individuals will assist with all events that FEW sponsors outside of the classroom during the week. This will include, but is not limited to, collecting tickets, informing attendees about requirements for attending FEW events, crowd control, etc. ***See Events page on website for a complete listing.***
 - f. **Information Booth**—individuals would become familiar with NTP Schedule of Events, monitor the information table and provide assistance to attendees.
 - g. **Miscellaneous Support**—individuals are flexible and will support last-minute changes or needs.
5. **BENEFITS**—FEW benefits a great deal from its Volunteers! What do Volunteers get in return?
- a. An opportunity to acquire leadership qualities and new skills.
 - b. Experience that can reflect on your resume by working on a National Training Committee.
 - c. Opportunities to learn more about NTP administration and to explore the possibilities of chairing committees at future training programs. Let us know if you're interested in expanding your role at future training programs.
6. All VOLUNTEERS are invited to attend an informal social where you will enjoy light refreshments, meet FEW's National President Sue Webster and the NTP 2010 Planning Team, as well as many of FEW's National Board of Directors. ***This has been tentatively scheduled for Wednesday, July 14 after your Volunteer duties have been completed.***
7. FEW is fortunate to have individuals such as you supporting the NTP. If at any time you feel uncomfortable performing your Volunteer assignments, please do not hesitate to contact NTP Volunteer Coordinator Lisa Archie-Mills or Jeanette McElhaney. FEW wants this to be an exciting experience for you, and most of all FEW values your continued support. If you have questions prior to completing the Volunteer Form, please contact: Lisa Archie-Mills at lisaarchie9@yahoo.com or Jeanette McElhaney at Jeanette.Mcelhaney@robins.af.mil.

***We look forward to meeting you and more importantly, working with you.
See you in New Orleans!***

VOLUNTEER REGISTRATION INFORMATION

Last Name: _____ First Name: _____ MI: _____

FEW Membership Number: (If applicable) _____

Federal Agency: _____

Email Address: (Please use federal/work email address) _____

Confirm Email Address _____

Date of Arrival: _____

INDICATE AREAS OF INTEREST (CHECK AS MANY AS APPLY):

☐ WORKSHOP FACILITATORS:

- | | | |
|----------------------------------|-------|----------------------------------|
| <input type="checkbox"/> 12 July | Mon - | _____p.m. |
| <input type="checkbox"/> 13 July | Tue - | _____a.m. _____p.m. |
| | Tue - | <input type="checkbox"/> ALL DAY |
| <input type="checkbox"/> 14 July | Wed - | _____a.m. _____p.m. |
| | Wed - | <input type="checkbox"/> ALL DAY |
| <input type="checkbox"/> 15 July | Thu - | _____a.m. _____p.m. |
| | Thu - | <input type="checkbox"/> ALL DAY |

☐ REGISTRATION DESK:

- | | |
|--|---|
| <input type="checkbox"/> Sun., 11 July | <input type="checkbox"/> 11:45 a.m. - 2:00 p.m. |
| | <input type="checkbox"/> 2:00 p.m. - 4:00 p.m. |
| | <input type="checkbox"/> 4:00 p.m. - 6:00 p.m. |
| | <input type="checkbox"/> 6:00 p.m. - 7:00 p.m. |
| <input type="checkbox"/> Mon., 12 July | <input type="checkbox"/> 7:00 a.m. - 9:00 a.m. |
| | <input type="checkbox"/> 9:00 a.m. - 11:00 a.m. |
| | <input type="checkbox"/> 11:00 a.m. - 1:00 p.m. |
| | <input type="checkbox"/> 1:00 p.m. - 3:00 p.m. |
| | <input type="checkbox"/> 3:00 p.m. - 6:00 p.m. |
| <input type="checkbox"/> Tue., 13 July | <input type="checkbox"/> 7:00 a.m. - 9:00 a.m. |
| | <input type="checkbox"/> 9:00 a.m. - 11:00 a.m. |
| | <input type="checkbox"/> 11:00 a.m. - 1:00 p.m. |
| | <input type="checkbox"/> 1:00 p.m. - 3:00 p.m. |
| | <input type="checkbox"/> 3:00 p.m. - 6:00 p.m. |
| <input type="checkbox"/> Wed., 14 July | <input type="checkbox"/> 7:00 a.m. - 9:00 a.m. |
| | <input type="checkbox"/> 9:00 a.m. - 11:00 a.m. |
| | <input type="checkbox"/> 11:00 a.m. - 1:00 p.m. |
| | <input type="checkbox"/> 1:00 p.m. - 3:00 p.m. |
| | <input type="checkbox"/> 3:00 p.m. - 5:00 p.m. |
| <input type="checkbox"/> Thu., 15 July | <input type="checkbox"/> 7:00 a.m. - 9:00 a.m. |
| | <input type="checkbox"/> 9:00 a.m. - 11:00 a.m. |
| | <input type="checkbox"/> 11:00 a.m. - 1:00 p.m. |

☐ NTP BAGS:

- | | |
|--|--|
| <input type="checkbox"/> Sun., 11 July | <input type="checkbox"/> 11:45 a.m. - 2:00 p.m. |
| | <input type="checkbox"/> 2:00 p.m. - 4:00 p.m. |
| | <input type="checkbox"/> 4:00 p.m. - 6:00 p.m. |
| | <input type="checkbox"/> 6:00 p.m. - 7:30 p.m. |
| | <i>(Reflects ½ hr after registration closes per day)</i> |
| <input type="checkbox"/> Mon., 12 July | <input type="checkbox"/> 7:00 a.m. - 9:00 a.m. |
| | <input type="checkbox"/> 9:00 a.m. - 11:00 a.m. |
| | <input type="checkbox"/> 11:00 a.m. - 1:00 p.m. |
| | <input type="checkbox"/> 1:00 p.m. - 3:00 p.m. |
| | <input type="checkbox"/> 3:00 p.m. - 6:30 p.m. |
| <input type="checkbox"/> Tue., 13 July | <input type="checkbox"/> 7:00 a.m. - 9:00 a.m. |
| | <input type="checkbox"/> 9:00 a.m. - 11:00 a.m. |
| | <input type="checkbox"/> 11:00 a.m. - 1:00 p.m. |
| | <input type="checkbox"/> 1:00 p.m. - 3:00 p.m. |
| | <input type="checkbox"/> 3:00 p.m. - 6:30 p.m. |
| <input type="checkbox"/> Wed., 14 July | <input type="checkbox"/> 7:00 a.m. - 9:00 a.m. |
| | <input type="checkbox"/> 9:00 a.m. - 11:00 a.m. |
| | <input type="checkbox"/> 11:00 a.m. - 1:00 p.m. |
| | <input type="checkbox"/> 1:00 p.m. - 3:00 p.m. |
| | <input type="checkbox"/> 3:00 p.m. - 5:30 p.m. |

☐ LOCATION MONITORS:

- | | |
|--|---|
| <input type="checkbox"/> Sun., 11 July | <input type="checkbox"/> 11:45 a.m. - 1:45 p.m. |
| | <input type="checkbox"/> 6:30 p.m. - 7:30 p.m. |
| <input type="checkbox"/> Mon., 12 July | <input type="checkbox"/> 7:30 a.m. - 10:15 a.m. |
| | <input type="checkbox"/> 12:45 p.m. - 1:15 p.m. |
| | <input type="checkbox"/> 7:00 p.m. - 7:45 p.m. |
| <input type="checkbox"/> Tue., 13 July | <input type="checkbox"/> 8:10 a.m. - 8:30 a.m. |
| | <input type="checkbox"/> 1:10 p.m. - 1:30 p.m. |
| <input type="checkbox"/> Wed., 14 July | <input type="checkbox"/> 8:10 a.m. - 8:30 a.m. |
| | <input type="checkbox"/> 1:10 p.m. - 1:30 p.m. |
| <input type="checkbox"/> Thu., 15 July | <input type="checkbox"/> 8:10 a.m. - 8:30 a.m. |
| | <input type="checkbox"/> 1:10 p.m. - 1:30 p.m. |

☐ EVENT MONITORS

<input type="checkbox"/>	Sun., 11 July	<input type="checkbox"/> 5:00 p.m. – 6:00 p.m.	Newcomers Orientation
		<input type="checkbox"/> 6:30 p.m. – 7:00 p.m.	Opening Reception
<input type="checkbox"/>	Mon., 12 July	<input type="checkbox"/> 7:30 a.m. – 8:00 a.m.	Opening Session
		<input type="checkbox"/> 11:45 a.m. – 4:00 p.m.	Career Fair w/ FEW Foundation
		<input type="checkbox"/> 4:30 p.m. – 5:30 p.m.	Newcomers Orientation
		<input type="checkbox"/> 6:30 p.m. – 7:00 p.m.	Awards Program
<input type="checkbox"/>	Tue., 13 July	<input type="checkbox"/> 11:15 a.m. – 11:45 a.m.	Legislative Luncheon
<input type="checkbox"/>	Wed., 14 July	<input type="checkbox"/> 7:15 a.m. – 7:45 a.m.	Diversity Town Hall
		<input type="checkbox"/> 7:00 a.m. – 7:30 p.m.	Twilight Sale/Ice Cream Social
<input type="checkbox"/>	Thu., 15 July	<input type="checkbox"/> 6:30 p.m. – 7:15 p.m.	Madi Gras Gala
<input type="checkbox"/>	Fri., 16 July	<input type="checkbox"/> 9:30 a.m. – 10:15 a.m.	FEW Friday Celebration

If you have any questions, please do not hesitate to contact
Lisa Archie-Mills at lisaarchie9@yahoo.com or Jeanette McElhaney at Jeanette.Mcelhaney@robins.af.mil.
All Volunteer applications should be forwarded to both email addresses.