

# Call for Volunteers



## 34TH NATIONAL TRAINING PROGRAM ■ BUILDING TOMORROW'S LEADERS TODAY

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NTP HOTLINE 303.825.1177 • FAX: 443.639.1410  
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### Call for 2003 NTP Conference Volunteers

In addition to the volunteers who make up the NTP 2003 planning group, it takes a great number of other volunteers, on-site during the conference, to make the NTP a success. If you plan to attend the 2003 NTP, please consider donating some of your time towards the support of our program. The NTP would not be possible without the help of our volunteers. FEW relies on committed, energetic volunteers to help make the National Training Program a success.



Participating as a volunteer is a great way to meet new people, network and more fully experience the energy generated by sharing and discussing ideas at the conference. Another wonderful benefit of volunteering at the NTP is that in exchange for 8 hours of volunteer work, you'll be able to attend any workshop where space is available.

Volunteers are needed in many areas:

- **Registration:** Volunteers assemble handouts, answer questions, provide information on workshops, distribute conference kits
- **Workshop Facilitation:** Volunteers take material to training rooms, assist and introduce speakers, distribute and collect evaluations
- **Special Events:** Volunteers greet, collect tickets, and provide directions
- **Exhibits:** Volunteers register and direct exhibitors, greet and assist expo attendees, help in the National and NTP Booths as needed.
- **Facilities & Logistics:** Volunteers check on equipment in training rooms, post classroom signs, verify A/V equipment
- **Hospitality:** Volunteers greet participants, trainers and guests, answer questions, assist with individual problems, and maintain a positive atmosphere
- **Miscellaneous:** Something always comes up at the last minute, how are you at problem solving and conflict resolution? Ingenuity appreciated!

Here's your return on investment for volunteering:

- Workshop attendance for every 8 hours of service
- Experience for your resume working on a national conference committee
- Recognition in the Program Book
- Letter of appreciation
- Opportunities to learn more about NTP administration and to explore opportunities to chair committees for future conferences
- Greater visibility among your colleagues and peers

If you are interested in participating as a volunteer, complete a volunteer application to help us decide which responsibility will be meaningful and interesting for you. Send me an e-mail, [humanresources@fewntp.org](mailto:humanresources@fewntp.org) to request a volunteer application, or download and print the volunteer application from our website [www.fewntp.org](http://www.fewntp.org).

*Ann Garber*

Human Resource Team Leader

[www.fewntp.org](http://www.fewntp.org)

# Volunteer Application

## 34th National Training Program

"Building Tomorrow's Leaders Today"

July 7-11, 2003 — Chicago, IL

### VOLUNTEER APPLICATION

Federally Employed Women's 34th National Training Program is actively seeking Volunteers in a variety of areas. If you are interested in helping to make this training program a success, please complete the following information.

Check all of the areas that interest you and return this form to address listed below:

- |                                                        |                                                 |
|--------------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Registration                  | <input type="checkbox"/> Exhibits               |
| <input type="checkbox"/> Workshop Facilitation         | <input type="checkbox"/> Facilities & Logistics |
| <input type="checkbox"/> Special Events                | <input type="checkbox"/> Hospitality            |
| <input type="checkbox"/> I'll Help Wherever I'm Needed | <input type="checkbox"/> Other _____            |

Name: \_\_\_\_\_ FEW Member # \_\_\_\_\_  
(if applicable)

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Availability (check all dates/times that you are willing to work):

Sunday, July 6	All Day <input type="checkbox"/>	AM only <input type="checkbox"/>	PM only <input type="checkbox"/>
Monday, July 7	All Day <input type="checkbox"/>	AM only <input type="checkbox"/>	PM only <input type="checkbox"/>
Tuesday, July 8	All Day <input type="checkbox"/>	AM only <input type="checkbox"/>	PM only <input type="checkbox"/>
Wednesday, July 9	All Day <input type="checkbox"/>	AM only <input type="checkbox"/>	PM only <input type="checkbox"/>
Thursday, July 10	All Day <input type="checkbox"/>	AM only <input type="checkbox"/>	PM only <input type="checkbox"/>
Friday, July 11	All Day <input type="checkbox"/>	AM only <input type="checkbox"/>	PM only <input type="checkbox"/>

**Please complete and fax, email or mail immediately  
to join the 2003 NTP Volunteer Team.**

Please return this form to FEW, Attn: E. Ann Garber, Human Resources Team Leader,  
385 Cedar Run Dr., Ballwin, MO 63021-6205. For more information, please contact Ann Garber, at:  
Phone 314-263-4706, Fax 314-263-4194 or e-mail [humanresources@fewntp.org](mailto:humanresources@fewntp.org)