

# 2016 Operations Volunteer Form

## Deadline: January 13, 2016



If you are interested in volunteering at the 2016 Conference, please complete this form and click the "Submit by Email" at the bottom of the page. You can also email this form to John Robinson, [jrobinson@wsprings.com](mailto:jrobinson@wsprings.com). Please submit this form by January 13, 2016. As a student volunteer, you are entitled to a FULL refund of your conference registration. You will receive your refund check within six weeks following the conference and it will be mailed to the address used when you registered for conference.

### In order to receive a refund, you must complete the following requirements:

- You must be a full-time student.
- You must be a member of IPRA. Please see your student advisor for information on membership.
- You must be registered and have paid for the conference.
- You must be signed up to work at least 4 volunteer hours during the conference.
- You must complete the volunteer sign-in/out sheet, and a member of the Operations Committee will verify that you have completed you required volunteer hours.

Full Name	
School	
Cell Phone	
E-Mail Address	

Listed below are the different shifts available for Conference Operations. Volunteer duties include assisting attendees find the different session rooms; putting up signage throughout the hotel; tabulating session survey results. To receive a refund, you MUST complete a total of 4 volunteer hours. You will be contacted before conference to confirm your schedule. The earlier we receive your availability, the better chance you have to work the shifts you are available. Please check the shifts below that you are available. You will need to work a minimum of 2 shifts in order to receive a refund. You will receive your refund check within six weeks following conference.

<b>Thursday, January 28</b>	<b>Friday, January 29</b>	<b>Saturday, January 30</b>
<input type="checkbox"/> 8-10am	<input type="checkbox"/> 7:30-9:30am	<input type="checkbox"/> 8:30-10:30am
<input type="checkbox"/> 10am-12pm	<input type="checkbox"/> 9:30-11:30am	<input type="checkbox"/> 10:30am-12:30pm
<input type="checkbox"/> 12-2pm	<input type="checkbox"/> 11:30am-1:30pm	<input type="checkbox"/> 12:30-2:30pm
<input type="checkbox"/> 2-4pm	<input type="checkbox"/> 1:30-3:30pm	<input type="checkbox"/> 2:30-4:30pm
<input type="checkbox"/> I can work any shift	<input type="checkbox"/> 3:30-5:30pm	<input type="checkbox"/> I can work any shift
	<input type="checkbox"/> I can work any shift	

By checking the box below, you are confirming that you are a member of IPRA, registered for 2016 Conference, and will send a copy of your class schedule or proof of full-time status. You also understand that you may be called to work any of the shifts that you indicated above (Up to 4 hours).

Please contact John Robinson with any questions, 708-222-7272 or [jrobinson@wsprings.com](mailto:jrobinson@wsprings.com).

I agree to the terms and conditions listed above.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_