



VOLUNTEER REGISTRATION APPLICATION

“COMMUNICATION ACROSS GENERATIONS”

ORLANDO, FLORIDA

AUGUST 18-21, 2018

ONCE APPROVED, VOLUNTEERS MUST BE REGISTERED FOR THE ACPC AND BOOKED IN THE VOLUNTEER BLOCK OF THE HOTEL NO LATER THAN FRIDAY, MAY 4, 2018.

Name:	Company Name:			
Company Address:	Company Phone:			
Cell Phone:	Email Address:			
Arrival Date:	Departure Date:			
Prior Years of Service as an ACPC Volunteer <input type="text"/>	Computer <input type="checkbox"/>	Spokesperson/Greeter <input type="checkbox"/>	Task Oriented <input type="checkbox"/>	
Preferred Duties:				
Will You be Working in Your Company’s ANF Booth	Yes <input type="checkbox"/>			No <input type="checkbox"/>
Are You Registered to Play Golf	Yes <input type="checkbox"/>			No <input type="checkbox"/>
Will You Attend the Following Professional Development Sessions:				
Saturday-----Professional Development Sessions	Yes <input type="checkbox"/>			No <input type="checkbox"/>
Sunday-----Professional Development Sessions	Yes <input type="checkbox"/>			No <input type="checkbox"/>
Monday-----Professional Development Sessions	Yes <input type="checkbox"/>			No <input type="checkbox"/>
Tuesday-----Professional Development Sessions	Yes <input type="checkbox"/>			No <input type="checkbox"/>
Shirt Size				
(Be sure on shirt size—once ordered, cannot be changed) S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> XL <input type="checkbox"/> XXL <input type="checkbox"/>				

1. All volunteers are required to be available for the full duration of the conference. Therefore, you are agreeing to be available and on-site from Friday, August 18, 2018 at 8:00AM through Tuesday, August 21, 2018 at 2:00PM.
2. Volunteers are required to attend a mandatory **Volunteer Training Session** on Friday, August 17, 2018 at 9:00AM. Please note that depending upon the venue(s) you are assigned, additional training may be required. This will be communicated to you directly by the specific venue coordinators.
3. Two (2) volunteers are allowed per Supplier Company, and volunteers are required to stay in the **Volunteer Block** at the Ritz-Carlton, Grande Lakes Orlando Hotel. You are encouraged to register no later than Friday, May 4, 2018 to ensure you receive the discounted room rate in the Volunteer Block. Please note that these rooms are on a first-come, first-served basis.
4. Each volunteer must be available to work a **minimum of 10 hours and a maximum of 16 hours** over the duration of the conference. A schedule will be provided to volunteers in advance, to allow you to schedule your time accordingly. Due to the complex nature of scheduling volunteer duties, we must *strictly prohibit* “schedule

swapping” between volunteers. If you have a conflict, please report it to the Volunteer Coordinators as quickly as possible. Schedule change requests will be considered on a case-by-case basis. We appreciate your understanding and cooperation in this matter.

5. All volunteers participating in Airline Roundtables are asked to schedule their appointments in a manner that does not conflict with their volunteer work schedule. If you are scheduled to work during the entire Roundtable session on Tuesday, special arrangements will be made to ensure you receive your five (5) appointments. Please see the Volunteer Coordinators to arrange this.
6. Volunteers must wear the official 2018 ACPC volunteer t-shirt while on duty. Shirts will be distributed during the Friday morning **Volunteer Training Session**. Please refrain from wearing your t-shirt outside of your required shifts. While on volunteer duty, **solid color business dress slacks** must be worn with the ACPC Volunteer t-shirt. No shorts, jeans, or short skirts may be worn while on duty. Golf volunteers may wear USGA conforming shorts or skirts while working the golf event. The t-shirt should be clean and professional at all times.
7. Volunteers may not drink alcohol when on duty, or while wearing their volunteer shirt. Please refrain from eating or chewing gum during your shift. Breath mints and bottled water are acceptable. Use of cellular phones, or any other electronic devices, while volunteering should be limited to emergencies only.
8. Volunteers must be on time for each of their scheduled shifts. Please arrive **at least ten (10) minutes prior to your scheduled start time**. This allows you to receive necessary updates from the person you are relieving. If you are working the 1st shift of the day, please coordinate with the appropriate ACPC Venue Coordinator as some venues may require set-up time. If you are working the last shift of the day, you may be required to stay later to secure equipment, straighten the room, etc.
9. If you are unable to report to your scheduled shift, you are required to **call the VOLUNTEER COORDINATOR(s) with as much advanced notice as possible**. If you are lost or cannot locate your venue, **please call the Volunteer and/or Venue Coordinators**. Telephone numbers will be provided during volunteer training.
10. Due to the high volume of volunteers needed to cover social and business events on Saturday, Sunday and Monday, volunteer participation in these events may be limited. If required to work social events, please minimize socialization with those in attendance until your shift is completed, and you have changed out of your volunteer T-shirt.
11. Volunteers are asked to *refrain from conducting business* while on duty. This includes, but is not limited to, distributing business cards, handing out company literature or giveaways, and/or discussing your company’s products or services.
12. Volunteers must uphold a professional code of conduct. Every volunteer is an ambassador of the ACPC and required to comply with all rules and regulations of the conference. **The ACPC Code of Conduct and the ACPC Rules can be found online at www.acpc.com**. Your application submission means you are in agreement with these policies.
13. Volunteer position requests are subject to final approval by the 2018 ACPC Board of Directors.

Signature: _____

Date: _____

To ensure your application for consideration, please return this form **no later than Jan. 15th, 2018** to:
Holli Potts-Boedeker/Shawn Wilson at volunteer@acpc.com.