



“Reunite, Refocus and Rebuild” – Atlanta, GA 2021

VOLUNTEER APPLICATION FORM

ONCE APPROVED, VOLUNTEERS MUST BE REGISTERED FOR THE ACPC AND BOOKED IN THE VOLUNTEER BLOCK OF THE HOTEL NO LATER THAN FRIDAY JUNE 18th, 2021.

Name	Company Name
Company Address	Company Phone
Cell Phone	Email Address
Arrival Date	Departure Date
Prior Years of Service as an ACPC Volunteer <input style="width: 50px; height: 20px;" type="text"/>	
Preferred Duties Computer <input type="checkbox"/> Spokesperson/Greeter <input type="checkbox"/> Task Oriented <input type="checkbox"/> Will You be Working Your Company’s ANF Booth Yes <input type="checkbox"/> No <input type="checkbox"/> Will You be Setting Up Your Company’s ANF Booth Yes <input type="checkbox"/> No <input type="checkbox"/> Shirt Size—Volunteers will be issued a shirt to be worn when on duty. Make sure to mark the correct size as 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"/>	

Submittal of this form acknowledges that you agree to the following requirements for being a volunteer representative of the ACPC Conference. Please do not return this form unless you agree to abide by all of the rules outlined below and within the ACPC Code of Conduct and ACPC Rules.

1. In order to accommodate as many volunteer requests as possible, the ACPC allows up to two volunteers per company.
2. All volunteers are required to be available for the full duration of the conference. Therefore, you are agreeing to be available from 9 AM Friday, September 10th through Tuesday, September 14th at 5 PM.
3. It is mandatory for volunteers to attend the ***Volunteer Training Session*** starting at 9 AM on Friday, September 10th. Depending on the area you are assigned to work, additional training may be required.
4. Volunteers are required to stay in the Volunteer Block of the Marriott Marquis (the host hotel) and must be registered for the conference and have a room reservation in the Volunteer Block no later than June 18th.

5. 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.
6. 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.
7. Volunteers must wear the official 2021 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 you may wear solid color business dress slacks or skirts and must be black, white, tan or dark blue in color. No shorts, jeans, or short skirts may be worn while on duty.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. Volunteer position requests are subject to final approval by the 2021 ACPC Board of Directors.

Signature: _____ Date: _____

RETURN THIS FORM TO: Jay Bant or Keith Schultz by February 26th, 2021 E-MAIL: volunteer@acpc.com