



"Advancing Aviation"
Dallas Texas, 2024

VOLUNTEER INFORMATION AND APPLICATION

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 understand and agree to abide by all of the items outlined below and within the ACPC Code of Conduct and Volunteer Policy listed on the www.acpc.com website.

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 Volunteer Training and for the full duration of the conference. Therefore, you are agreeing to be available from 8 AM Friday, August 23rd through 1:30 PM on Tuesday, August 27th.
3. It is **mandatory** for volunteers to attend the Volunteer Training Session starting at 9 AM on Friday, August 23rd. 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 Hilton Anatole in Dallas, TX (the host hotel) and must be registered for the conference no later than 5pm ET on Wednesday, May 24th. 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 you 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 Round Tables are asked to schedule their appointments in a manner that does not conflict with their volunteer work schedule. In the unlikely event you are scheduled to work during the entirety of the Round Table Sessions, special arrangements will be made to ensure you receive your appointments. Please see the volunteer coordinators to arrange this.

6. Volunteers must wear the official 2024 ACPC Volunteer T-Shirt while on duty. Shirts will be distributed during the Friday morning **Volunteer Training Session**. Please refrain from wearing your volunteer t-shirt outside of your required shifts. The t-shirt should be clean and professional at all times. While on volunteer duty, you may wear solid color business slacks or skirts. They should be black, white, tan or dark blue in color. No shorts, jeans or short skirts may be worn while on duty.
7. Volunteers may not drink alcohol while on duty or while wearing their volunteer shirt. Please refrain from eating or chewing gum while on your shift. Breath mints and bottled water are acceptable. Use of cellular phones or any other electronics 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 venue 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 must not conduct 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 product or services.
12. Volunteers must uphold a professional code of conduct. Every volunteer is an ambassador of the ACPC and is required to comply with the policies of the conference. The **ACPC Code of Conduct and the Volunteer Policies 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 2024 ACPC Board of Directors.

IF APPROVED, VOLUNTEERS MUST BE REGISTERED FOR THE ACPC AND BOOKED IN THE VOLUNTEER BLOCK OF THE HOST HOTEL NO LATER THAN FRIDAY MAY 24TH, 2024.

