



**“Commitment to Excellence” – San Diego 2017**

**VOLUNTEER REGISTRATION FORM**

**ACCEPTED & APPROVED VOLUNTEERS MUST BE REGISTERED FOR THE ACPC, AS WELL AS BOOKED IN THE VOLUNTEER BLOCK OF THE HOTEL BY MAY 10, 2017.**

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

- 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, August 25<sup>th</sup> through Tuesday, August 29<sup>th</sup> at 5 pm.
- Volunteers are required to attend a **mandatory** *Volunteer Training Session* at 9 am on Friday, August 25<sup>th</sup>. Please note that depending on the area you are assigned, additional training may be required.
- Two (2) volunteers per company are allowed and volunteers are **required** to stay in the **Volunteer Block** at the Marriott Marquis San Diego Hotel. You are encouraged to register no later than Wednesday, May 10<sup>th</sup> in order to ensure a discounted hotel room in the Volunteer Block. Please note that these rooms are on a first-come, first-served basis.
- Each volunteer must be available to work a **minimum of 10 total hours** over the duration of the conference and a **maximum of 16 total hours – No Exceptions**. A schedule will be provided to volunteers in advance so you can schedule your time accordingly. Absolutely no changes are to be made to the schedule, including swaps with other volunteers. If you have a conflict, you **MUST report it to the Volunteer Coordinators** as soon as possible.
- All Volunteers participating in Airline Round Tables must schedule their appointments such that they do not conflict with their volunteer work schedule.
- Volunteers must wear the ACPC volunteer T-shirt provided by the ACPC while on duty. Please **refrain** from wearing your T-shirt outside of your required shifts. While on duty, black, tan or white slacks must be worn with the T-shirt. No shorts, jeans or short skirts are allowed to be worn while on duty. Golf volunteers may wear USGA conforming short or skirts while working the golf event. The T-shirt should be clean at ALL times. Volunteers cannot drink alcohol when on duty or when wearing their volunteer shirt. Please refrain from eating or chewing gum during your shift. A breath mint and bottled water are acceptable. Use of cellular phones or any other electronic devices, while volunteering, should be limited to emergencies only.
- Volunteers must be on time for each of their scheduled shifts. Please plan to **arrive a minimum of 10 minutes ahead of your scheduled start time in order to receive necessary updates from the person you are relieving**. If you are the 1<sup>st</sup> shift of the day and require set-up time, please coordinate with your respective ACPC Coordinator for your function. If you are the last shift of the day, you may be required to stay later to secure equipment, etc.
- If you cannot make your shift, you are required to **call the VOLUNTEER COORDINATOR(s) with as much advance notice as possible in order to find a replacement**. If you are lost or cannot locate your venue, **please telephone the Volunteer and/or the Venue Coordinator**. Telephone numbers will be provided during volunteer training.
- 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 you are required to work said events, please do not socialize with those in attendance until your shift is complete and you have changed out of your volunteer T-shirt.
- Volunteers **should not be conducting business during their shifts**. This includes, but not limited to, distributing business cards, company literature, giveaways or discussing your company’s products or services.
- Volunteers must uphold a professional code of conduct. Every volunteer is a representative of the ACPC and is required to maintain all rules and regulations of the conference. **The ACPC Code of Conduct and the ACPC Rules can be found online at [www.acpc.com](http://www.acpc.com).**
- Volunteer position requests are subject to approval by the ACPC Board of Directors.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

RETURN THIS FORM TO: Jeff Robbins and Holli Potts-Boedeker by April 1, 2017, E-MAIL: [volunteer@acpc.com](mailto:volunteer@acpc.com)