



# 109TH ANNUAL MEETING AND CONFERENCE SEPTEMBER 25 - 29, 2024

PITTSBURGH, PENNSYLVANIA | OMNI WILLIAM PENN HOTEL

2024 BLACK HISTORY THEME: AFRICAN AMERICANS AND THE ARTS



## VOLUNTEER REGISTRATION FORM

### VOLUNTEERS: PLEASE TYPE OR PRINT CLEARLY

Prefix \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_ Last \_\_\_\_\_ Suffix \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Best Way to Contact:  Email  Phone  Text

Referred By \_\_\_\_\_

Organization \_\_\_\_\_

### AVAILABILITY TO VOLUNTEER

Please check all shifts and days you are available, minimum 4-hour shift; we will contact you with actual day/shift assignment. Assignments will be based upon conference need, skills needed, and date of Volunteer Form submission.

#### Wednesday September 25, 2024

- Not Available
- 7am to 11am
- 12 noon to 4pm

#### Thursday September 26, 2024

- Not Available
- 8am to 12 noon
- 12 noon to 4pm
- 4pm to 8pm

#### Friday September 27, 2024

- Not Available
- 8am to 12 noon
- 12 noon to 4pm
- 4pm to 8pm

#### Saturday September 28, 2024

- Not Available
- 8am to 12 noon
- 12 noon to 4pm
- 4pm to 8pm

#### Sunday September 29, 2024

- Not Available
- 7am to 11am

### VOLUNTEER INTEREST AREAS

Please check all interest areas; we will try to accommodate interest areas. Assignments will be based upon conference need, skills needed, and date of Volunteer Form submission. All volunteers must complete an orientation/training before the conference.

- Assign me where I am needed most
- Volunteer Office Staff
- Pre-conference assembling bags/badges
- Greeter
- Session Monitors
- General Registration
- Film Festival Volunteer
- Meal Event Volunteer
- Book Signing Volunteer (Thursday)
- Bus Tour Check-in (not on tour)
- Evening Out Volunteer (Friday)

**Special Volunteer Skills Needed:** Some volunteer functions will require special skills. Please note if you are:

- Computer Savvy
- Comfortable with Sales

Please check if you have a disability or medical condition that should be considered

- NO
- YES

If yes, please explain \_\_\_\_\_



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### VOLUNTEER ROLES AND RESPONSIBILITY

**Office Staff:** general office support functions to include answering telephones, tracking supplies, maintaining attendance lists at business meetings, connecting inquiries to the appropriate ASALH staff person.

**Greeter:** directing people to registration and session locations, thorough knowledge of all events, sessions and room locations is necessary. Must be able to stand for extended periods of time. Must be personable and calming.

**Session Monitor:** make sure everyone entering session has a name badge; support presenters by handing out material during session; collect and turn in session evaluation forms. Sessions are one hour and thirty minutes each.

**Registration:** Volunteers working onsite registration must be computer savvy as the registration must be completed online, and a receipt and badge generated.

**Meal Event Volunteer:** assist with room setup placing reserved signs on tables, programs on chairs; taking tickets at door and helping those with reserved tables find their table.

**Book Signing:** assist with setting up for as many as 30 authors, by placing table tents on tables; direct authors to assigned tables; possibly assist with sales.

**Bus Tour:** Tours are Wednesday 7AM; Thursday 7AM; and Sunday 10AM. Check badges and collect tickets. Volunteers will not ride on the bus.

**Evening Out:** direct conference participants to bus; serve as greeters to check name badges and take tickets.

**Film Festival:** introduce the film and discussion facilitator, cue up the film, adjust the volume, turn the lights off and on, and stay in the room to observe if something goes wrong technically and report to appropriate person.