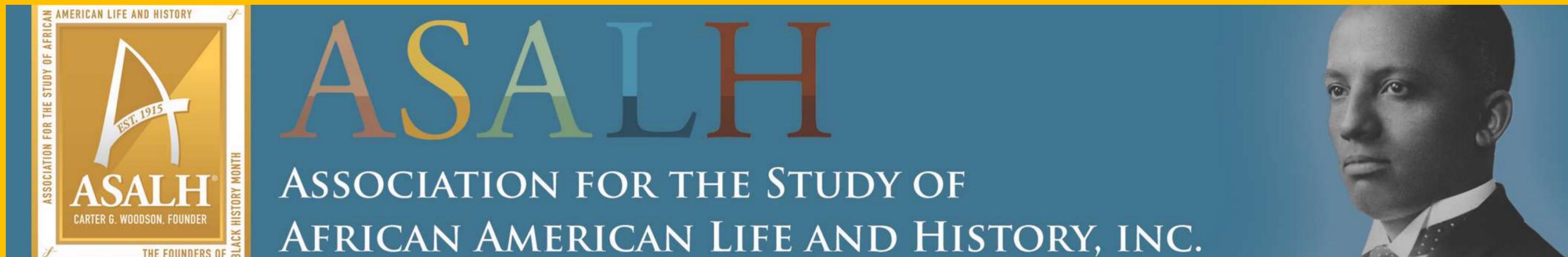


ASALH Volunteer Orientation

September 24-28, 2025



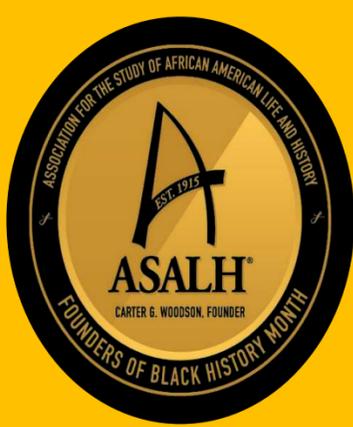


Mission

To promote, research, preserve, interpret, and disseminate information about Black life, history and culture to the global community.

Background

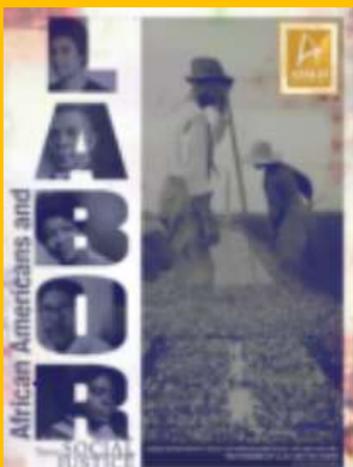
- **Founded in 1915, by Dr. Carter G. Woodson, the recognized “father” of Black History**
- **Dr. Woodson founded Negro History Week in 1926 (changed to Black History Month in 1976)**
- **Publishes The Journal of African American History, JAAH, formerly Journal of Negro History**
- **Publishes the Black History Bulletin**



2025 Black History Theme

African Americans and Labor

The 2025 Black History Month theme, African Americans and Labor, focuses on the various and profound ways that work and working of all kinds – free and unfree, skilled, and unskilled, vocational and voluntary – intersect with the collective experiences of Black people. Indeed, work is at the very center of much of Black history and culture.



2025 marks the 100-year anniversary of the creation of Brotherhood of Sleeping Car Porters and Maids by labor organizer and civil rights activist A. Philip Randolph, which was the first Black union to receive a charter in the American Federation of Labor. Martin Luther King, Jr incorporated issues outlined by Randolph's March on Washington Movement such as economic justice into the Poor People's Campaign, which he established in 1967



MEET ASALH



**KAYE WISE WHITEHEAD
PRESIDENT**



**SYLVIA CYRUS
EXECUTIVE DIRECTOR**



**WANDA FLOWERS
OPERATIONS MANAGER**



VOLUNTEER LEADERSHIP TEAM



Brenda Frinks
Volunteer Coordinator



Felice Franklin
Volunteer Coordinator
Assistant Office



Sheryl Steadman
Volunteer Coordinator
Assistant
Special Meal Events



Patricia Patterson
Volunteer Coordinator
Assistant Logistics

VOLUNTEER LEADERSHIP TEAM



AMY ANDREWS
ASALH Office & Registration



EBONI PRESTON GODDARD
Vendor & Volunteer Desk



LANETTE KELLY
Authors Book Signing



SYREETA PALMER
Orientation & Academic Sessions



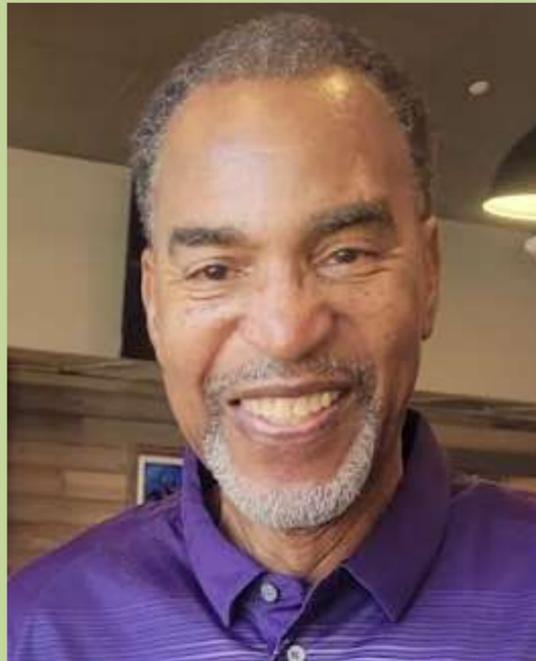
ZAAKIRA SADRUD-DIN
Youth Volunteers



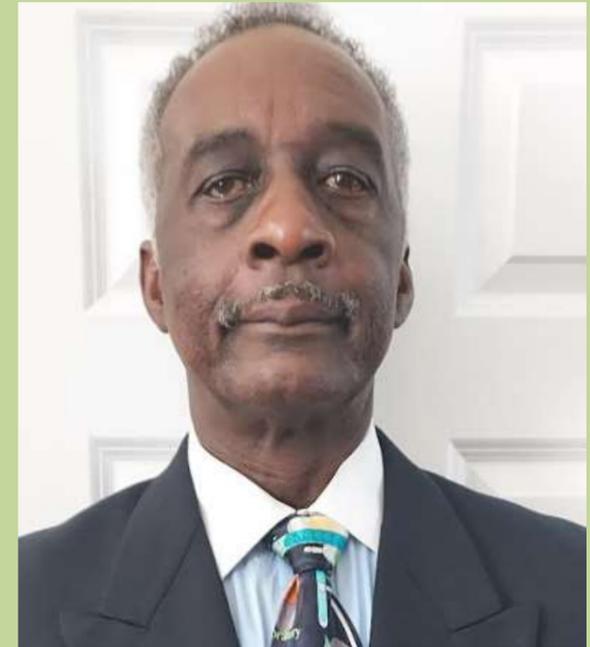
ASALH PHOTOGRAPHERS



RONALD COLEMAN

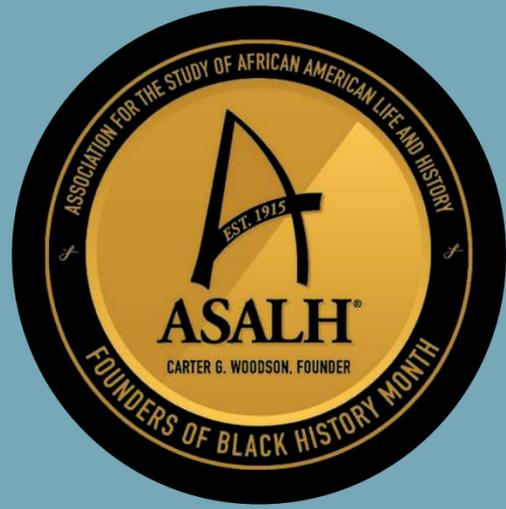


HAROLD JENKINS



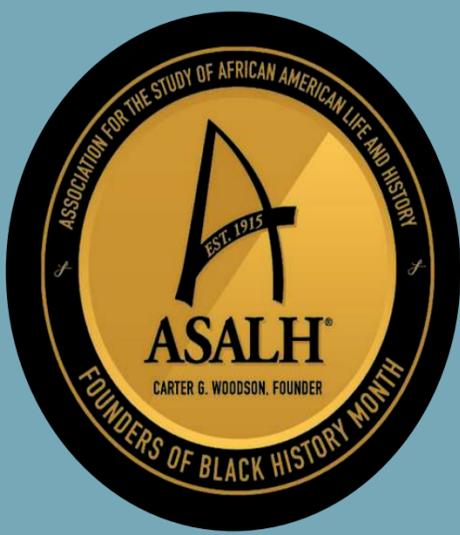
LEMUEL PATTERSON

LOCATION

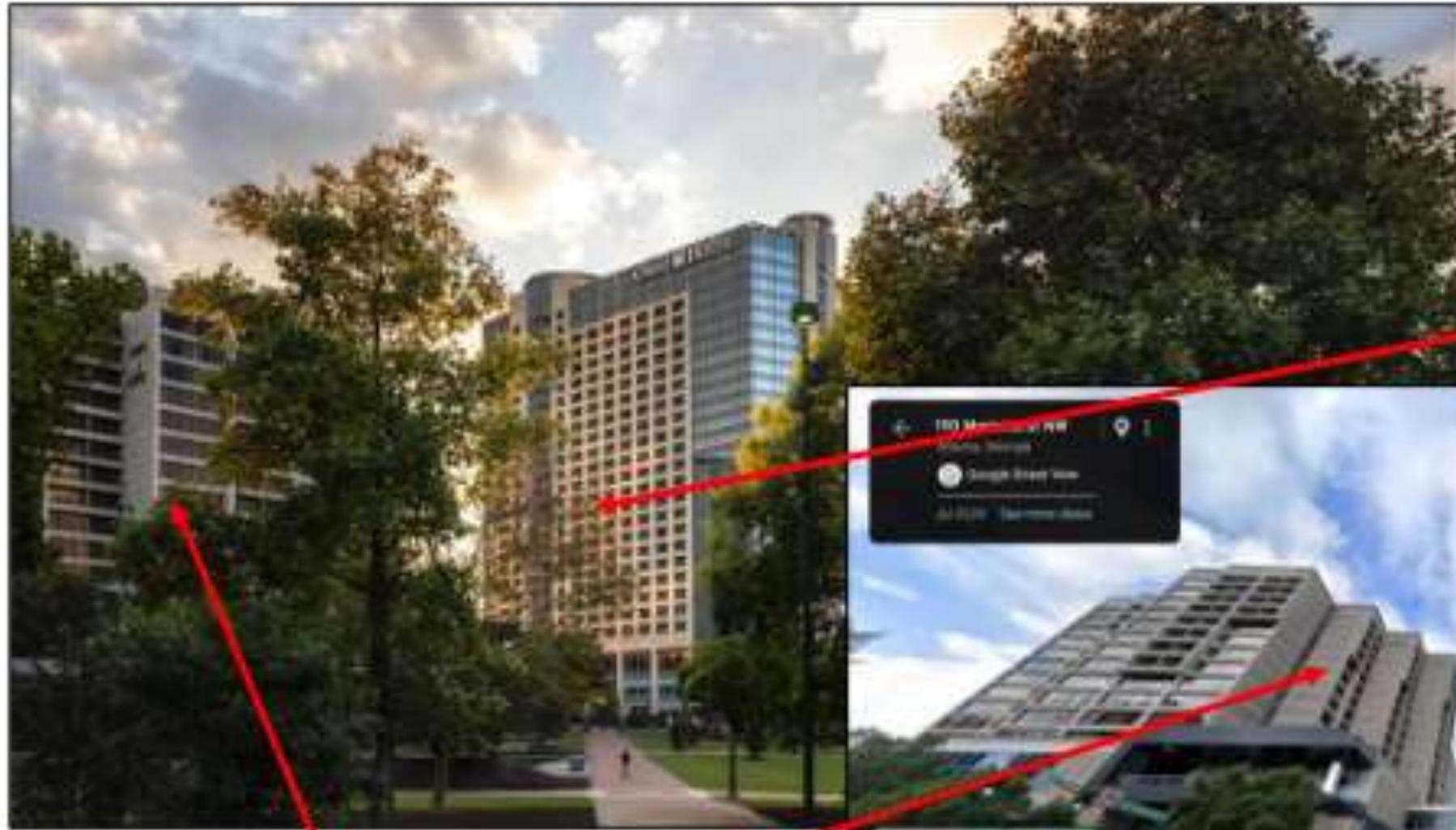


**Omni Atlanta Hotel
at Centennial Park
190 Marietta St.
NW. Atlanta, Ga.
30303**



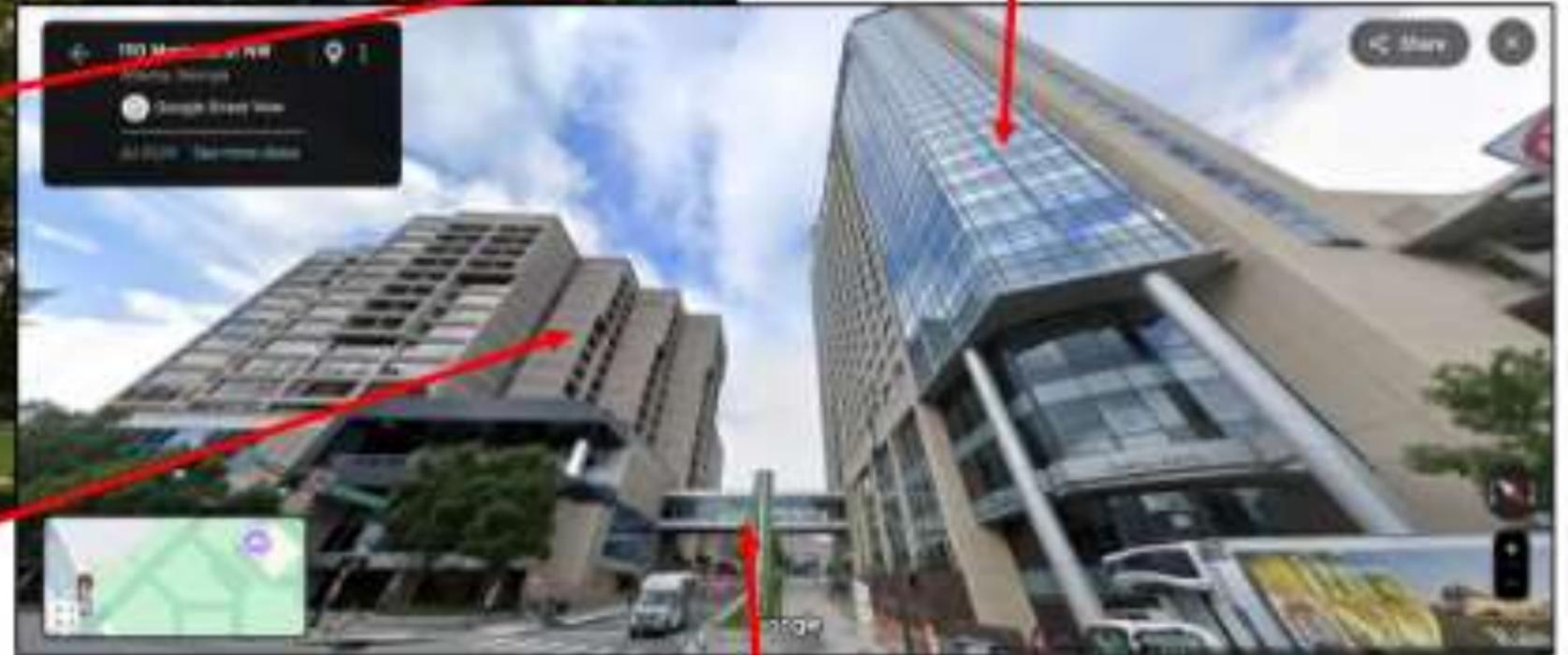


LOCATION



North Tower

South Tower



Skybridge

**Omni Hotel at Centennial Park
190 Marietta St NW, Atlanta**



PARKING FOR VOLUNTEERS

- **PREPAY PARKING FOR THE GEORGIA WORLD CONGRESS CENTER (GREEN DESK) \$16.85**

266 MARIETTA ST NW, ATLANTA, GA 30313 - 5 min walk

<https://gwcc.parkingguide.com/>

- **BRING YOUR RECEIPT TO THE VOLUNTEER OFFICE**
- **RECEIVE 50% REIMBURSEMENT - MAX \$8.00**
- **ALLOW TIME FOR PARKING & ARRIVING AT HOTEL**



PARKING FOR VOLUNTEERS

Garages near Omni



Shortest Walk

123 Marietta St. NW - Lot

4 4(140) 5 min(0.3 mi) \$18 Subtotal **\$18.00**



Best Value 104 Marietta St. NW - Georgia State Bar - Garage

4.6 (2.0k) 6 min (0.3 mi) \$10.50 Subtotal **\$10.50**
ALL DAY IN AND OUT

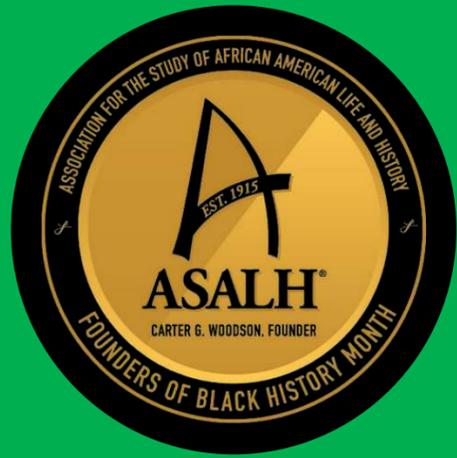
275 Baker St. Garage

4.6(797) 7 min (0.3 mi)



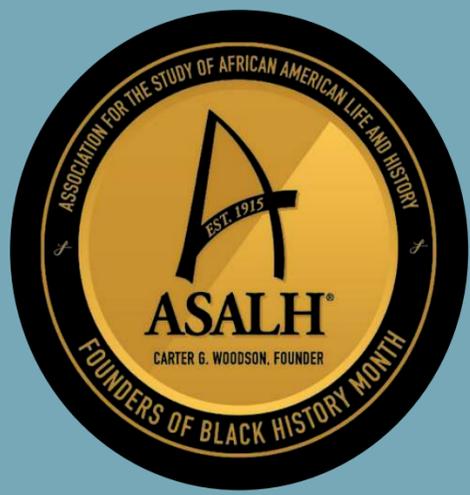
NW - Hilton Garden Inn

\$16.35 Subtotal **\$16.35**



VOLUNTEERS

- **VOLUNTEER CHECK-IN LOCATION**
 - **Cottonwood B North Tower / M1**
- **SIGN IN & ASSIGNMENT**
 - **Check in for volunteer assignment**
 - **Get Badge**
 - **Receive materials for assignment**
 - **Directions to session or activity**
 - **Check out after completing assignment**
 - **Receive pass for volunteering and parking stipend**

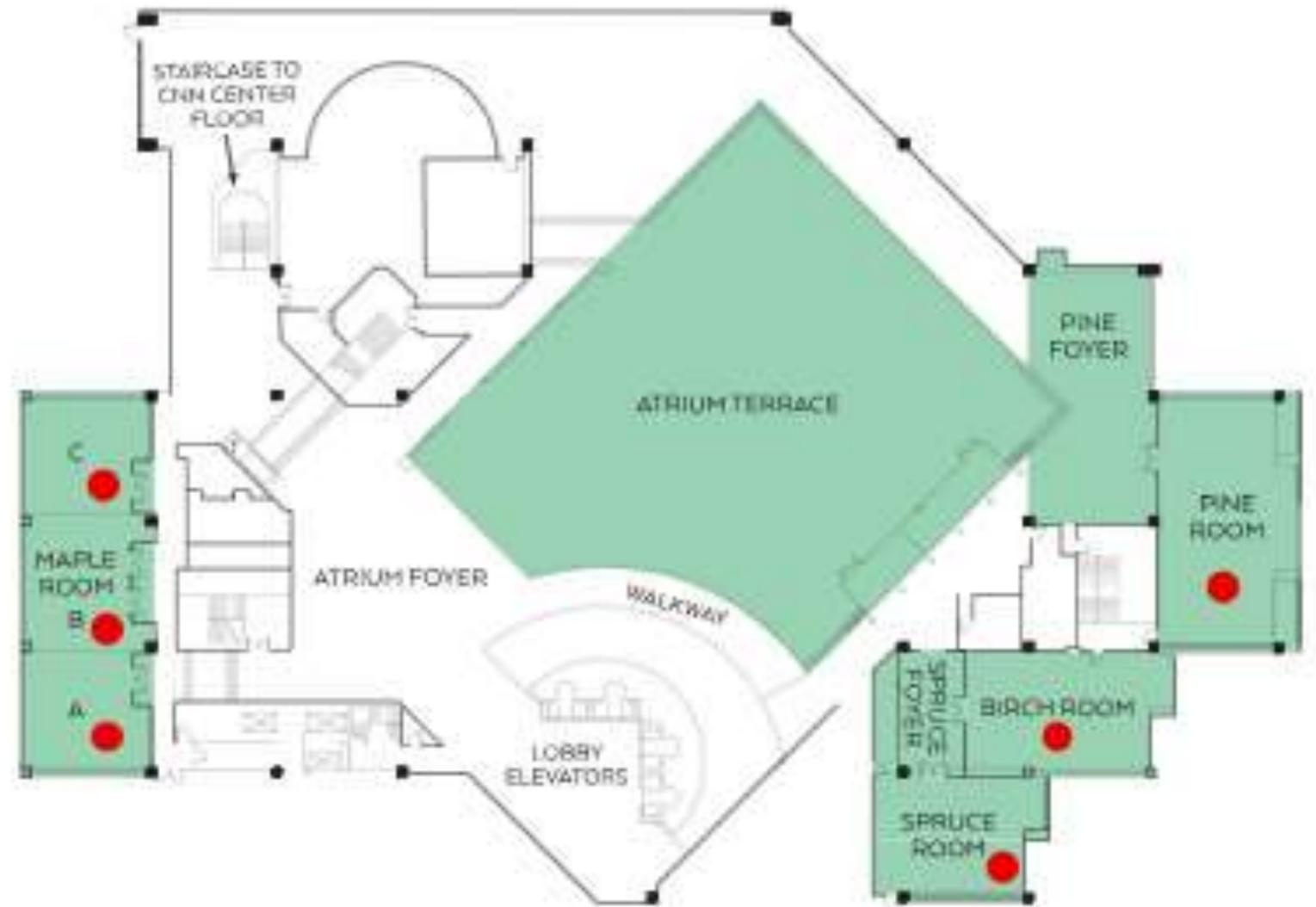


Floor Plan

SOUTH TOWER | ATRIUM TERRACE LEVEL

● **Session Rooms (all w/AV):**

- Birch
- Pine
- Spruce
- Maple A
- Maple B
- Maple C

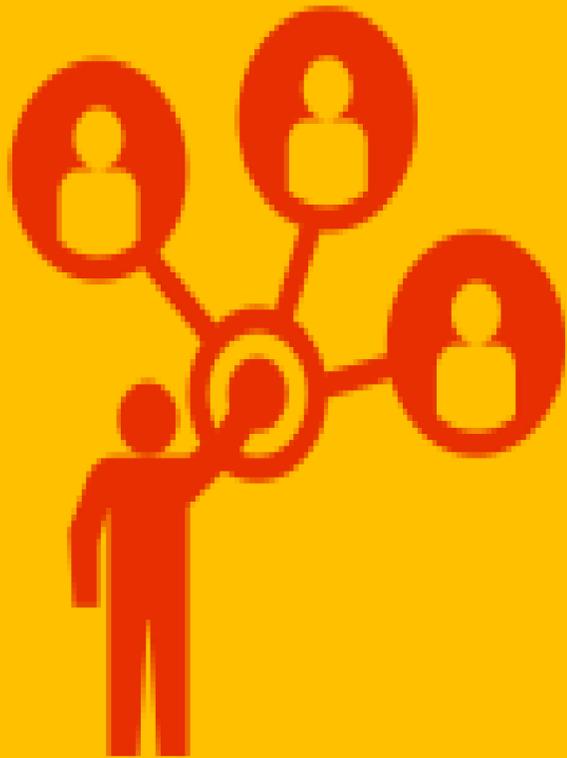




VOLUNTEERS

make it happen

- **WELCOME GUESTS**
- **SMILE**
- **BE FRIENDLY**
- **SHARE INFORMATION**
- **EXPECT CHANGES- BE FLEXIBLE**





VOLUNTEERS

are the connection

- **FAMILIARIZE YOURSELF WITH THE WEBSITE**
ASALH.ORG/CONFERENCE
- **SCHEDULE UPDATES WILL BE ACCESSIBLE BY QR CODE DAILY**
- **BRING YOUR CHARGER AND CORD**
- **VALUABLES WILL NOT BE HELD IN THE OFFICE (PURSE, COMPUTER, ETC)**



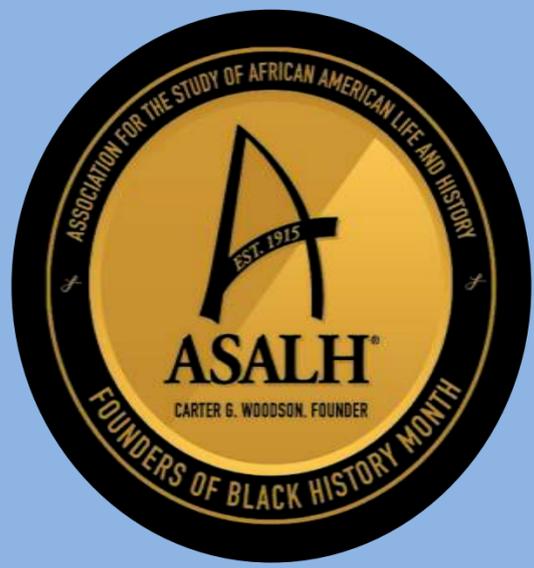
VOLUNTEERS

ROLES & RESPONSIBILITIES

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: Direct 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.



VOLUNTEERS

ROLES & RESPONSIBILITIES

Registration: Assist attendees in logging in to review their registration information using an iPad; Process on-site credit card payments through Cvent; Print out the name badge inserts. Must be computer savvy.

Meal Event Volunteer: Assist with room setup placing reserved signs on tables, programs on chairs; scan tickets at door, help guests with reserved tables find their table, and assist elders.

Book Signing: Place table tents on tables; direct authors to assigned tables, and assist authors with set up.



VOLUNTEERS

ROLES & RESPONSIBILITIES

Bus Tour: Tours are Thursday 7AM; and Sunday 8 AM. Check badges and collect tickets. Volunteers will not ride on the bus.

Evening Out: Direct conference participants to bus; serve as greeters, scan name badges and distribute wristbands.

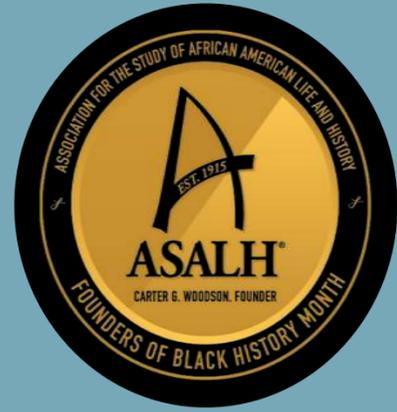
Film Festival: Monitor the lights and remain in the room as an observer. Report technical difficulties to the appropriate person.



VOLUNTEERS

SHIFTS

- **MONDAY**
 - 10 am -12 pm - Organize items for bags
 - 12 pm – 1 pm – Lunch
 - 1:15 pm – Stuff bags
- **TUESDAY**
 - 9 am – 12 pm
 - 1 pm – 5 pm
- **WEDNESDAY-SUNDAY**
 - 6:45 am - 8:15 am Bus tour – Thurs only
 - 7:45 am – 9:30 am Bus tour – Sun only
 - 7 am – 11 am
 - 8 am -12 pm
 - 10 am -2 pm
 - 11am – 3 pm
 - 1 pm - 5 pm
 - 4 pm - 8:30 pm
 - 6 pm – 10 pm – Fri and Sat only



VOLUNTEER

Expectations

Volunteer Attire for all events except BANQUET:

Professional Casual Attire. Organization, cultural, uniform, ASALH or business brand attire is encouraged

OR

a white, blue, black, or tan shirt, paired with khaki or dark bottoms.

No shorts, torn, or ripped attire.

BANQUET Attire, Saturday Night Banquet ONLY:

After Five/Dressy-All Black, Black and White attire, African formal, Men must have jackets and slacks or Formal African.



VOLUNTEERS

are the connection

Sample Volunteer Badge



Sample Registrant/

Guest Badge



VOLUNTEER

Benefits

- You may attend non-meal sessions after completing your 4-hour volunteer shift
- You may purchase tickets separately for meal functions on the ASALH website or at the registration office (<https://asalh.org/conference/registration/>)
- You may purchase one volunteer item at 50% off at (www.asalhstore.org)
Discount Code: VOLUNTEER50



VOLUNTEERS

the more the merrier

WE NEED ADDITIONAL VOLUNTEERS

www.asalh.org/conference/volunteer





FREE EVENTS

for the community

- **FILM FESTIVAL**
- **EXHIBITS & VENDORS**
- **BOOK SIGNING**
- **3 PLENARY SESSIONS**
- **WEDNESDAY OPENING SESSION**

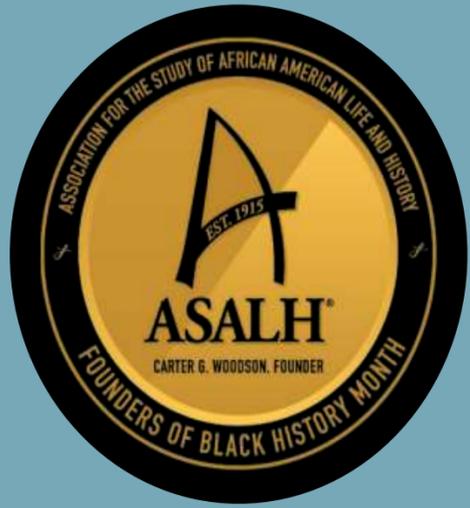




QUESTIONS

& answers





*Truly
Grateful
for you.*

