



# NICWA

National Indian Child Welfare Association  
*Protecting Our Children • Preserving Our Culture*

## VOLUNTEERS NEEDED

Marriott Denver Tech Center  
Denver, Colorado  
March 29–April 1

Come join us in welcoming over 1,400 attendees at the nation's leading conference in Indian child welfare. This four-day conference attracts attention across North America, creating a space where you can learn about the latest information across Indian Country in child welfare. We need the help of volunteers like you to make it happen!

Help us make conference a success by helping in these areas:

- Set-up and Wrap-up
- Registration assistants
- Information agents
- Raffle and Banquet Assistant
- Workshop monitors in:
  - Children's Mental Health
  - Child Welfare, Foster Care, and Adoption
  - Judicial and Legal Affairs
  - Youth and Family Involvement



**Volunteers working eight or more hours will have the opportunity to receive admission to the conference free of charge.**

**Volunteers may purchase tickets for the banquet at a reduced rate.**

To learn more information about the benefits and perks of volunteering, contact Betty Bryant, event coordinator, at [betty@nicwa.org](mailto:betty@nicwa.org) or (503) 222-4044 ext.121. To apply, visit [www.nicwa.org/conference](http://www.nicwa.org/conference).

# Volunteer Activities

## **Workshop Monitors**

Volunteers assist workshop presenters in specific learning tracks of children's mental health; judicial and legal affairs; youth and family involvement; and child welfare, foster care, and adoption services. Volunteers will help with AV set-up, greet attendees, introduce the presenter(s), check name badges, circulate sign-in sheets, record workshop attendees for CEU credits, circulate presenters' handouts, distribute and collect workshop evaluations, run completed evaluations to the registration desk, and announce and prepare the room for the next workshop.

## **Registration Assistants**

Volunteers will greet attendees, register and check-in conference participants, hand out name badges and participant tote bags, provide conference and hotel information, provide support to participants as needed and/or direct them to NICWA staff.

## **Information Agents**

**NICWA Store** | Volunteers will create and maintain an organized and attractive inventory display, help process sales and receipts, and coordinate membership payments from membership booth.

**Membership Booth** | Volunteers promote NICWA membership and member benefits and help participants sign up for or upgrade their membership.

**Vendor and Media Booth** | Volunteers will check in exhibitors, direct exhibitors to their assigned booth space, and coordinate the set-up/break-down of exhibitor spaces. Volunteers also greet and register media representatives, distributing name badges, press kits, event schedules, and maps, and connect media with the media coordinator or other staff designated as media host(s).

## **Set-Up and Wrap-Up Staffers**

Volunteers assist with setting up tables, booths, signage, assist with inventory placement, assemble participant tote-bags, assemble name badges, unpack boxes during set-up, and pack boxes during wrap-up.

## **Volunteer Assistant**

This volunteer will assist the volunteer coordinator to check in volunteers as they arrive and direct them to their volunteer positions and lead staff. The volunteer will communicate volunteer needs and shift transitions to NICWA leads and the volunteer coordinator.

## **Raffle and Banquet Assistant**

Banquet volunteers will volunteer at the evening banquet to help seat guests, set-up, and clean-up. Raffle ticket sales volunteers will help sell raffle tickets to participants.