



Call For Volunteers for HAND's 2016 Annual Meeting & Housing Expo!!

HAND's 25th Anniversary Celebration 2016 Annual Conference & Housing Expo

Tuesday, June 21, 2016
Crystal Gateway Marriott
1700 Jefferson Davis Highway
Arlington, VA
Event runs 8 AM - 3 PM
Volunteers are needed for shifts from 7:00 AM – 4:00 PM

This year is our 25th Anniversary Celebration and we need YOUR help! Become a HAND Volunteer!

Maybe you're Awesome at giving directions – Become a HAND Guide! Do you want to know more about our local community organizations or the products and services that make our communities great - You can help us with the Housing Expo! Are you fantastic at providing exceptional customer service? – Help us out with registration! Our members' support is critical to making our anniversary event better than ever before! Here are some of the positions we need our HAND Friends to help us with:

- Event Set Up
- Registration Attendants
- Expo Assistant
- Room Monitors
- Directional Guides
- Crowd Counter and many other helper positions!

Contact Us at (585) 666-1846 or Email:

AnnualMeeting@HANDHousing.org

Visit our Website: www.handhousing.org



VOLUNTEER INFORMATION 2016

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Cell _____

Email _____

Shift Preferences (you may check more than one)		High School/College: _____
Monday, June 20 th	Tuesday, June 21 st	
____ 10:00 AM–2:00 PM	____ 7:00 AM–11:00 AM	Community Service Hours? _____ Y _____ N
____ 1:00 PM–5:00 PM	____ 8:45 AM–12:45 PM	School Supervisor Name & Contact Info: _____
	____ 10:45 AM–2:45 PM	
	____ 12:00 PM–4:00 PM	

Special Skills _____

Special Needs _____

Occupation _____

I heard about your event from _____

Would you volunteer at other HAND events? _____ Yes _____ No

Information: AnnualMeeting@HANDHousing.org, www.handhousing.org

Questions: AnnualMeeting@HANDHousing.org or call (585) 666-1846

Return form via email

For office use only: ____ Received ____ Data Entered ____ Volunteer Contacted ____ Staff Initials
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HAND Volunteer

Purpose:

The HAND Volunteer is an integral part in the success of HAND's 25th Anniversary Celebration. HAND's 25th Anniversary Celebration is such a big undertaking that they require the services of a lot of volunteers. HAND Volunteers are assigned duties to assist in running the event on the day of.

Qualification & Requirements

- HAND Volunteers are committed to our mission and success of HAND's 25th Anniversary Celebration.
- All new HAND Volunteers must attend an hour training session run by Boomtown Events at 1:00pm on Monday, June 20th.

The following is a list of areas that HAND Volunteers are needed:

Operations:

Your main responsibilities occur on the day before the event.

Pre Conference Event Set Up:

HAND Volunteers will be responsible for setting up convention bags and inserts in assembly line style. Set up for the event includes handling boxes that need to be unloaded for vendors/organizations, stuffing conference bags, and inserting ribbons into attendee badges.

Day of the event (broken down by shifts):

Assist with the logistics of the event. This could include helping vendors' set-up, working the welcome/registration desk, or any number of other tasks that could be assigned to you. For example:

Greeters - Parking /Unloading (morning until event starts):

Assist vendors, guests, speakers as they arrive to the event, helping bring their materials to the correct area and escorting them the correct area of the hotel. The goal is to ensure that there are no traffic jams as people begin to unload and park, and that they feel greeted and assisted with their materials as they check in for the event.

Registration (morning until event starts as well as during the event):

Anyone assigned to this duty is to help welcome each attendee and present them with a badge. Greeters will hand out programs.

Floater/Runners (during the event):

Floater/Runners should be continually walking around the event and looking for any tasks that have to be completed or that may arise during event.

Guides (during the event):

Guides will be located at various points of the hotel. They will hand out programs as well as give directions to people in regards to the location of certain events.



Plenary Attendants (during the event):

These attendants will be designated to this area to greet people heading to the morning plenary as well as to regulate the crowd during the event.

Expo Attendant (during the event):

This attendant will oversee the Expo area. This attendant will ensure that all organizations have been checked in for the event and to ensure that the needs of the organizations are being met during the event.

Green Room Attendants (during the event):

The green room attendants will need to keep the green room tidy and stocked with snacks and water for speakers. Attendants will also need to ensure that the needs of speakers are being met.

Counter (during the event):

Counters will be responsible for helping to tabulate the amount of people that attend HAND's 25th Anniversary Celebration. The counters will be located at all entrances in the event rooms of the hotel.

Clean Up (after event ends):

Responsible for cleaning up after the event: disposing of trash, helping vendors and speakers take materials to their cars, and loading materials to that need to get back to the HAND office.

Contact Information:

Please feel free to visit our Website: www.handhousing.org for additional information or questions.

Telephone: (585) 666-1846

Email: AnnualMeeting@HANDHousing.org

ABOUT HAND

For over 20 years, HAND has served as the only multi-state regional membership association dedicated to supporting the community development industry in its efforts to increase the supply of affordable housing in the Washington, D.C. metropolitan area. Through education, engagement and training, HAND builds the capacity of its diverse membership comprised of nonprofit and for-profit housing developers, resident service providers, lenders, government agencies, policy analysts and others, to support the development of sustainable communities for people and families at all income levels.

For more information, please visit www.handhousing.org