



KEEP TEXAS BEAUTIFUL

41ST ANNUAL CONFERENCE

JUNE 24-27, 2008 • IRVING, TEXAS

Volunteers are an essential component of our conference each year. Volunteers assist in a number of onsite administrative duties that are important to the overall program and help the conference run smoothly. Plus, as a volunteer you can still attend sessions and events. We appreciate and recognize the significant contribution that volunteers make to the success of the conference each year, and we welcome your participation in our 41st Annual Conference. The conference will take place from June 24-27, 2008.

If you are interested in donating your time and effort at this year's conference in Irving, please read the volunteer descriptions below. Please designate the time(s) you are available and the area that best fits your interest, knowledge, and expertise and return the form on the back. Be as specific as possible. We will do our best to take your selection into consideration as we assign responsibilities but we cannot always accommodate all preferences. You can expect to receive a confirmation email with your exact placement approximately 10 days before the conference. Unfortunately, KTB cannot provide registration discounts or travel and lodging assistance to volunteers.

Some of the responsibilities that conference volunteers may assist with include, but are not limited to:

Registration Desk Assistance - Volunteers will assist KTB staff at the registration desk by greeting and registering conference participants and volunteers, distributing registration materials to conference participants, assisting with on-site registration, and providing information and instructions to conference volunteers, speakers, and participants.

Greeter - Volunteers will welcome session attendees to general sessions, monitor admittance, and possibly make announcements at the door.

Merchandise Assistance - Volunteers will work with KTB staff to set up the Gift Shop and assist with re-stocking and checking out purchases.

Floater - Volunteers will be assigned on an as-needed basis as last minute needs arise in different conference areas. Volunteers may be asked to do clerical tasks in the conference operations office, including photocopying, data entry, answering the phone, and performing other tasks as directed.

Session Coordinator - Volunteers will facilitate the logistics of conference education sessions, including assisting the presenter and capturing requested evaluation and attendance information. Volunteers assume overall responsibility for the presentation room, session evaluations, and related logistics.

Raffle Assistance – We will raffle off thousands of dollars worth of items over the course of the event. Volunteers will assist KTB staff and conference committee members by preparing items for drawing, frequently posting an updated list of winners, and by assisting with getting items to the rightful recipients.

Awards Room Assistance – Volunteers will monitor room visitors and assist with awards application and certificate check-out.



CONFERENCE VOLUNTEER SIGN-UP SHEET

YES, I WANT TO DONATE MY TIME!

Name: _____ Organization: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Email (required): _____

Please specify the day(s) that you are available to volunteer:

- Tuesday, June 24
Time(s): _____
- Wednesday, June 25
Time(s): _____
- Thursday, June 26
Time(s): _____
- Friday, June 27
Time(s): _____

Please select up to three activities that you would like to help with:

- I prefer the following assignment(s):
 - Floating
 - Merchandise Assistance
 - Registration Desk Assistance
 - Session Coordinator*
 - Greeting
 - Raffle Assistance
 - Awards Room Assistance
- I am open to any assignment.

*If you signed up to be a session coordinator, we'd like to know which sessions you plan on attending in order to avoid scheduling conflicts (www.ktb.org/conference/schedule.htm).

Please list: _____

Please return this form to Keep Texas Beautiful by **Wednesday, June 4** via email to michelle@ktb.org or fax at 512-478-2640. This form will serve as your agreement to volunteer. Should you decide you no longer wish to volunteer, please contact Michelle immediately at 1-800-CLEAN-TX or michelle@ktb.org.