

Women of Wisdom 2006 WORK EXCHANGE APPLICATION

Name _____ Phone (Day) _____

Address _____ (Eve) _____

_____ Best time to call: _____

E-Mail _____

I am applying for: _____ Registration _____ General work exchange

- **Registration:** A minimum commitment of one 4- hour shift per week in January (beginning Jan. 16th) and February before the conference, and 8 hours during the conference is needed. Please indicate your availability on both charts on the other side of this page. In exchange, you will receive a complimentary conference registration
- **General:** In exchange for a reduction of your registration payment for workshops (e.g. 4 hrs volunteer time for free tuition to one 3-hour local presenter workshop). **Volunteer work to be done during the conference site set up, conference or post conference -not before**, unless prior agreement is reached. Please indicate your availability on the conference chart on the other side of this page.

NOTE: Your completed registration form is needed with this application.

EXPERIENCE:

Please indicate your level of experience

| Please √ Experience Level | | | | Work |
|---------------------------|------|--------|-----------|---|
| Train | | Prefer | | |
| Lots | Some | Me! | not to do | |
| | | | | Pre – conference – Registration staff* |
| | | | | Customer Service - Phones |
| | | | | Computers |
| | | | | - Data Entry |
| | | | | - Excel spreadsheets |
| | | | | - Word processing |
| | | | | General Office Work: |
| | | | | Photocopying |
| | | | | Organizing/Filing |
| | | | | Assemble Mailings |
| | | | | Conference Week |
| | | | | Registration Desk Staff* |
| | | | | WOW Welcome and Information desk |
| | | | | Evening Ticket Sales |
| | | | | Concessions/ Kitchen |
| | | | | Facilities set up/Clean up |

WORK DESCRIPTIONS:

Pre-conference Registration Staff: Computer work (input of registrations, data base, word processing, graphics, etc.) customer service work on phones,
General Office work: photocopying, sign making, ticket making, assembling mailings
Registration Staff: Customer service at the registration desk during the conference, answer questions, takes new registrations; create workshop tickets, handle money, data entry. People who are trained in pre-conference registration usually fill this role.
WOW Welcome and Information desk: welcome participants - help with directions, answer questions, sell WOW merchandise and WOW memberships
Evening ticket sales: Selling tickets, taking tickets at the door, handing out programs
Facilities Set up/clean up: Just before & after the conference: General set up & decorating, and break down & clean up. During the conference: Set up and clean up of workshop spaces (3-6 rooms per period). *Save your good clothes! Please bring a change of clothing and sensible shoes.*
Concessions/Kitchen: Prepare, set up and serve good food (and general mothering). This does mean a lot of time on your feet. *Save your good clothes! Please bring a change of clothing and sensible shoes.*

*** - Pre-conference registration staff and Conference Reg. Desk Staff are preferred to be the same people.**

Have you previously volunteered at WOW? _____ at other large conferences? _____

In what capacity? _____

Do you have any physical limitations or other special needs we need to know about?

AVAILABILITY: please indicate your availability to work in the charts below.

Pre-Conference Availability

Pre-Conference Availability

Please indicate your weekly availability prior to the conference. We need 3- 4 hour blocks of time, preferably 9:00am - 1:00pm and 1:00- 5:00pm shifts. A few evening shifts (5-9pm) are available on Monday and Thursday evenings beginning January 16th. Two additional evening shifts are needed Tuesday, Feb. 21st and Wednesday, Feb. 22nd.

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------|--------|---------|-----------|----------|--------|
| 9:00 | | | | | |
| 10:00 | | | | | |
| 11:00 | | | | | |
| 12:00 | | | | | |
| 1:00 | | | | | |
| 2:00 | | | | | |
| 3:00 | | | | | |
| 4:00 | | | | | |
| 5:00 | | | | | |
| 6:00 | | | | | |
| 7:00 | | | | | |
| 8:00 | | | | | |
| 9:00 | | | | | |

Conference Week Availability

Please indicate which hours you are available for each day of the conference (You will be scheduled around your workshops):

| | Morning | Afternoon | Evening |
|---------------|---------|-----------|---------|
| Thurs, Feb 23 | | | |
| Fri, Feb 24 | | | |
| Sat, Feb 25 | | | |
| Sun, Feb 26 | | | |

Post Conference Availability:

| | | | |
|--------------|--|--|--|
| Wed, Mar 1 | | | |
| Thurs, Mar 2 | | | |
| Fri, Mar 3 | | | |

I wish to volunteer specifically for the following special event(s): _____

Signature

Date

Please remember to attach your completed conference registration form

Be sure to indicate priority of the workshops you are requesting, i.e. first, second, third choice.