

Women of Wisdom Foundation

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Dear Work Exchange Applicant,

Thank you for your interest in participating in our work exchange program for the 2006 Women of Wisdom Conference, February 23-26. Your work exchange options are:

- Registration Work - In exchange for complimentary tuition to the conference a 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 necessary. As we need the trained registration volunteers to help out at the registration desk during the conference, you are an important part of our conference. These hours will be scheduled around your workshop choices. We might not be able to accommodate all your requests due to the limitation of size of some of the workshops. So it's important to rank your choices by priority.
- General Work Exchange - 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). **Work exchange is to be done during conference set up, during the conference, or post conference work**, not before, unless prior agreement is reached. When you help out at evening lectures (assisting with set up, break down, selling tickets and merchandise) you receive a free ticket for that evening's program.

We encourage you to send in your application, along with your workshop registration form, as soon as possible. Work shifts begin the week of January 16th. Submission of an application does not guarantee a position. As we are sometimes unable to accommodate all work exchange requests for a workshop, please be sure to indicate the priority order of the workshops you are requesting on your registration form. We will do all we can to enable you to attend your higher priority workshops.

If you have a high priority workshop you would like to attend and we can't guarantee that workshop for you (sometimes there are limited numbers of work exchange people that we can place in a workshop) you might want to register and pay for that workshop to ensure your space.

While it is not a requirement to be a member of WOW to do work exchange at the Women of Wisdom conference, we encourage you to become a member, if at all possible. As you will be the faces of WOW at the conference, particularly in registration, it is beneficial for you to do so as WOW members. However, it is fully understood if this is not an option for you.

If you do not fulfill the hours that are needed for your event selections, you will be required to pay the difference to Women of Wisdom. If you do partial work exchange for your events, payment for the balance due would be needed by February 1st.

If you have any questions, feel free to call the office and leave a message at (206) 782-3363 or email me at wisdomvolunteer@earthlink.net.

Again, thank you for your interest in volunteering for Women of Wisdom and supporting our conference.

In gratitude,

Coral Miller
Volunteer Coordinator