

Oklahoma Statewide Autism Conference

CONFIDENCE • COMPETENCE • CAPACITY



VOLUNTEER OPPORTUNITIES

We are in need of volunteers with several positions available.

WHY VOLUNTEER?

- Interact and network with families, professionals, local and national presenters
- A few hours of service contributes significantly to the success of the conference
- Receive free registration to attend one half day (either morning or afternoon sessions)

WHO IS ELIGIBLE?

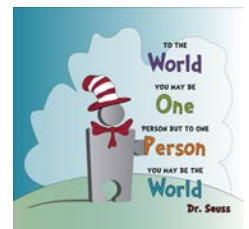
- Family members, students, and professionals
- Must be 18 years of age or older

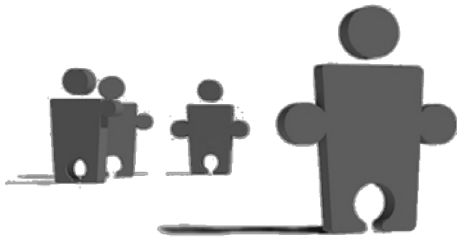
WHAT ARE THE TERMS?

- Volunteers will work one half day (either morning or afternoon shift)
- Volunteers can attend sessions in the morning or in the afternoon when they are not working, with no registration fee
- Volunteers will be assigned to a specific volunteer position
- Volunteers are responsible for other expenses such as travel / lodging, meals, personal belongings, etc.
- Volunteers will be selected on the basis of their application as there are a very limited number of volunteer positions available
- Volunteers are required to attend a mandatory orientation meeting the evening of December 6, 2017 at 6:30pm at the Embassy Suites Norman, OK conference site
- Applications will be accepted until November 9, 2017
- Volunteer applicants should not complete the conference registration form
- Applicants will be notified upon receipt of their application if they have been selected for a volunteer position

Oklahoma Statewide Autism Conference, December 7, 2017, Embassy Suites by Hilton - Norman Hotel & Conference Center
Oklahoma Autism Network, Tolbert Center for Developmental Disabilities & Autism, University of Oklahoma Health Sciences Center
1200 North Stonewall Avenue, Oklahoma City, Oklahoma 73117
www.okautism.org • Toll-free 877.228.8476 • Local 405.271.7476 • Fax 405.271.2630 • Email: okautism@ouhsc.edu

To the World You May Be One Person
But To One Person You May Be the World





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VOLUNTEER ROLES

Exhibit Hall

- Assist exhibitors in locating their reserved table
- Walk around periodically to check in with exhibitors

Greeters

- Welcome conference attendees
- Help direct attendees to opening session and keynote presentations
- Direct conference attendees to registration, exhibits, restrooms, etc.

Information Desk / Speaker Check-In

- Welcome speakers
- Provide speakers with speaker gift and conference packet
- Assist speakers in locating assigned room
- Assist with family scholarships as needed

Registration Check-In

- Welcome registrants
- Provide nametag and program materials
- Provide general information about conference site / schedule
- Assist OAN staff with onsite registration

Room Host

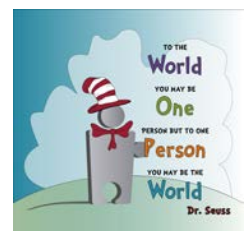
- Assist attendees in locating empty seats if needed
- Contact AV for troubleshooting

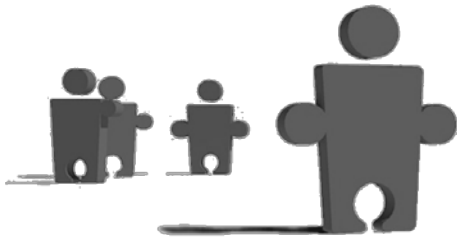
T-Shirt Sales

- Write receipt even if buyer does not want a copy
- One person must remain at the sales table at all times
- When your shift is over, return the cash box and remaining T-Shirts to the Information Desk to an OAN staff member

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Volunteer Check-In

- Give instructions and support to volunteers as they sign in
- Notify volunteer coordinator for instructions for those that miss the volunteer meeting

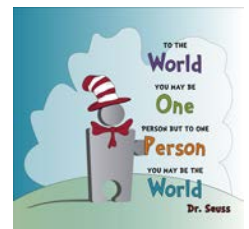
Miscellaneous Duties

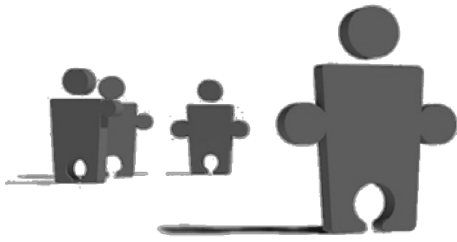
- As determined to be needed by the Conference Volunteer Coordinator

All volunteers must sign-in prior to morning and afternoon sessions.

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VOLUNTEER APPLICATION

Personal Information

Name _____

Title (parent, physician, SLP, educator, etc) _____

Employer (School District / Company / Organization / NA (not applicable), etc.) _____

Address _____

City / State / Zip _____

Daytime Phone _____

Cell Phone _____

Email Address _____

T-Shirt Size Small Medium Large X-Large 2X-Large 3X-Large

I have read and meet the above listed eligibility terms. I agree to work one half day of the conference in exchange for attending one half day of conference sessions at no cost. If I am unable to volunteer for the conference, I will notify the Oklahoma Autism Network by November 30, 2017 so that another applicant can fill the volunteer role.

Signature _____

Preferred Volunteer Time (check one box)

- Morning shift: 7:00 – 12:00 pm
- Afternoon shift: 12:45 – 5:45 pm
- No preference

Preferred Role (check one box)

- Exhibit Hall
- Greeter
- Information Desk/Speaker Check in
- Registration
- Room Host
- T-Shirt Sales
- Volunteer Check in
- No Preference

How to Apply

1. Mail completed form to:
Oklahoma Autism Network
Tolbert Center for Developmental Disabilities
College of Allied Health
University of Oklahoma Health Sciences Center
1200 North Stonewall Avenue, Room 1140
Oklahoma City, OK 73117
2. Email completed form to: okautism@ouhsc.edu
3. Fax completed form to: 405.271.2630

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