



# **Volunteer Information & Application Packet**

## **28th San Diego International Summit**

Preventing, Assessing & Treating Trauma  
Across the Lifespan

***Promoting Resilience Amid Global  
Challenges***

**August 26 - August 30, 2023**



Our mission is to improve the quality of life for individuals on local, national and international levels by sharing and disseminating vital information, improving collaborations and networking, conducting research and trainings, assisting with direct professional services, program evaluation, and consulting to promote violence-free living.

# Summit Overview

This Summit presents the latest research, prevention, assessment and intervention techniques concerning various aspects of child, adolescent and adult trauma and maltreatment, and the long-term effects if they go untreated. Plenary and Breakout Sessions discuss the types of child, adolescent and adult trauma, the dynamics of maltreatment and trauma at home or in the community, and the effects on children, adolescents and adults psychologically, behaviorally and neurodevelopmentally. Nationally and internationally recognized presenters and local practitioners come together virtually to discuss the latest research, assessment methods, interventions and prevention strategies for children, adolescents and adults who have been traumatized, abused and/or victimized. Application of current research information and providing people with practical techniques are areas of emphasis throughout this Summit.

## Dear Valued Volunteer,

The following packet provides a brief overview of proceedings for the upcoming 28th San Diego International Summit from August 27-30, 2023.

## Volunteer Description

IVAT is looking for volunteers who are comfortable in a fast-paced setting and willing to assist in a variety of Summit activities. Tasks may include registering participants for the Summit or for continuing education credits, putting together registration packets, setting up and helping with the selling of books, monitoring sessions, and general tasks.

Volunteers must commit to a minimum of five (5) hours of service.

***For every 5 hours of volunteering at the Training Summit is equivalent to one day of Summit attendance, free of charge.***

## Registration Desk

Plan to volunteer your full schedule to support the registration desk. If you are scheduled for a 5-hour block, we ask that you forego attending any sessions during that block. If you are volunteering for a full-day block, we ask that you let us know early in the day if there is a session or two that you wish to attend to prepare accordingly.

## Floater

Floater are responsible for, but not limited to:

- Understanding the general outline of the Summit
- Familiarity with the layout of the meeting rooms
- Support accessibility (ADA) needs, such as locating elevators
- Answering frequently asked questions (FAQ) for Summit attendees, FAQ sheets are available

Floater may also be runners if a session needs anything, if we need extra copies of materials, or may be a replacement if a volunteer position opens. In between sessions, Floater may be tasked to support the Bookstore or CE duties. Floater must be flexible and willing to help with any task.

## Continuing Education (CE) Desk

Answer any questions regarding CEs, training will be provided by IVAT Staff, including extra assistance as needed.



# Volunteer Information Cont.

## Bookstore

IVAT will have several tables of discounted books to sell at the Summit, training will be provided by IVAT Staff. Bookstore volunteers will assist with setting up the bookstore, assisting attendees with bookstore questions, and directing attendees to where they can purchase books.

## Room Monitor

See Volunteer Booth to pick up a Room Monitoring Packet before the session begins, which includes:

- Room monitoring script with information about the session and CEs
- Room Monitoring Evaluation Form
- CE Sign-In Sheet
- Laminated time monitor cards
- Scanner for CE credits (iPhone)
- Speaker name tents (for certain sessions)
- Introduce the session and speaker
- Arrive to each monitoring session at least 15 minutes prior
- Check in with speakers, provide speaker name tents (if available) and ensure speakers are in the correct room
- Check audio and visual needs are met
- Report any audio/visual problems to IVAT Staff or Tech Support Volunteers at the Volunteer Booth
- Check if water is available in the room

## During the Session

- Using the scanner (iPhone), scan attendee badges for CE credits as they enter the monitored session
- Ensure all attendees have name badges or instruct use of badge
- If an individual does not have a name badge, instruct the attendee to proceed to Registration
- No name badge, no session
- Answer general questions
- Familiarize yourself with the property to direct attendees to meeting rooms/elevators if needed
- Provide CE information to attendees before the speaker begins presenting (script included in Room Monitoring Packet)
- Request for all mobile devices to be silenced or remind speaker to announce
- Complete the first half of the Room Monitoring Evaluation Form approximately 15 minutes into the session, including headcount at the start, middle, and five (5) minutes prior to the end of each session
- Monitoring session attendance and ensure attendees sign-out and back if they are obtaining CEs

## After the Session

- Complete the session evaluation form
- If monitoring the last session of the day, prepare the room for the next day by picking up around the room, tables, chairs, floor, clear podium, and return lost items to the Volunteer Booth
- Return Room Monitoring Evaluation Forms, CE scanners (iPhone), laminated timecards, and any other materials that were provided by the Volunteer Coordinators immediately

## Volunteer Support

Contact Sonora Eribez with any questions, [Sonora@ivatcenters.org](mailto:Sonora@ivatcenters.org) or (858) 771-4516.



# Policies & Procedures

Volunteers play an integral role in meeting the mission of the Institute on Violence, Abuse and Trauma (IVAT), and the Summit. As a volunteer, it is your responsibility to understand and abide by the policies explained. These policies apply to all persons, whether they volunteer as members of a group or as individuals, regardless of length of time or frequency of volunteer activity. Volunteers are expected to sign in and out for each shift volunteered, which allows IVAT to track volunteer hours and provide volunteers with proof of hours.

## Volunteer Duties

The Summit is fast paced. Please be aware that your volunteer duties may shift throughout your volunteer period, depending on the needs of the Summit at any time. Your cooperation and flexibility in performing such additional volunteer duties is appreciated.

## Additional Policies & Procedures

- Volunteers promote an environment of mutual respect with all staff, volunteers, and participants, in accord with the IVAT mission
- Volunteers must respect the privacy and confidentiality of any information that may be obtained while working within IVAT
- All relationships between volunteers and staff, other volunteers, and participants shall be professional and within the boundaries of the volunteer job or activity, including dress, and language
- IVAT promotes an environment free from drugs and alcohol, sexual harassment, verbal and physical abuse, and violence
- Volunteers are trained for their specific tasks, duties, and responsibilities, and shall carry these out to the best of their abilities. Volunteers will follow the directions of the supervisory staff
- The safety and health of each volunteer is of extreme importance to IVAT. You must report any injury and/or safety incident to your supervisor immediately, regardless of its apparent severity

## Acknowledgement

I agree to abide by the policies and terms stated above. I understand IVAT retains the authority to ask me to cease volunteering and leave the property if I violate any of the policies. I will hold harmless IVAT from all liability, personal injury, loss, or damage whatsoever from any cause, which may arise from activities in and about the facilities of the IVAT event and/or on behalf of IVAT.

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PRINT FIRST AND LAST NAME

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SIGNATURE

DATE

Additionally, if a volunteer is 15 -17 years of age, parent or guardian authorization is required.

## Parent or Guardian Authorization

I hereby give permission to IVAT, in conjunction with the Summit, for my minor (youth) to volunteer. I understand the sensitivity of the mature content presented and shared in relation the Summit. I will hold harmless IVAT from all liability, personal injury, loss, or damage whatsoever from any cause, which may arise from activities in and about the facilities of the IVAT event and/or on behalf of IVAT.

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PRINT PARENT OR GUARDIAN FIRST AND LAST NAME

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PARENT OR GUARDIAN SIGNATURE

DATE



# Volunteer Application 2023

## Complete ALL Fields

NAME		DATE OF BIRTH (DOB) IF UNDER 18
BUSINESS, ORGANIZATION, OR SCHOOL		
MAILING ADDRESS		
CITY	STATE	ZIP CODE
E-MAIL ADDRESS		CONTACT NUMBER (AREA CODE) 000-0000
<input type="checkbox"/> Yes <input type="checkbox"/> No		
IS ENGLISH YOUR FIRST LANGUAGE?		IF NO, PLEASE SPECIFY FIRST LANGUAGE
EMERGENCY CONTACT NAME		EMERGENCY CONTACT NUMBER

## Additional Questions

1. Have you volunteered for IVAT before?  Yes  No, First Time Volunteer IF NO, SKIP TO QUESTION 3
2. If you previously volunteered for IVAT, indicate how many years you have volunteered before:  
 2 – 4 years  5 – 9 years  10+ years
3. How did you hear about IVAT?  
 Employer  Friend or Colleague  Social Media  E-blast  Other (Please Specify): \_

## Availability

Advise of your volunteer availability for the following days by marking the appropriate box(es) below. It is important to set your Summit attendance schedule first to avoid volunteering during a session you want to attend. Mid-session changes are often not possible.

How many total hours are you available to volunteer? \_\_\_\_\_ total hours (in increments of 5)

~~Saturday, Aug. 26 (Affiliated Training)  7:30 AM – 12:30 PM  12:30 PM – 5:30 PM~~

Sunday, Aug. 27 (Summit)  7:30 AM – 12:30 PM  12:30 PM – 5:30 PM

Monday, Aug. 28 (Summit)  7:30 AM – 12:30 PM  12:30 PM – 5:30 PM

Tuesday, Aug. 29 (Summit)  7:30 AM – 12:30 PM  12:30 PM – 5:30 PM

Wednesday, Aug. 30 (Summit)  7:30 AM – 12:30 PM  12:30 PM – 5:30 PM

\* We may request those supporting registration to arrive earlier at 7:00 AM to accommodate the density of registration.

## Attendance

Do you plan on attending the Summit? Yes or No (Volunteering Only)

If yes, are you purchasing CE/CEUs for \$90.00? Yes or No

What days are you attending the Summit?

\_\_\_ Saturday, \_\_\_ Sunday, \_\_\_ Monday, \_\_\_ Tuesday, \_\_\_ Wednesday

Do you have an accomodations we should know about? Yes or No

If yes, please let us know \_\_\_\_\_



# Volunteer Application 2023

## Choice(s) of Volunteer Positions

Select ALL positions of interest:  Registration Desk  Floater  CE Desk  
 Bookstore  Room Monitor SEE OPTIONS BELOW

Sessions will be assigned based on your track of interest. Please choose your top 5 tracks below. We will do our best regarding placement.

1. Adult Survivors of Abuse and Trauma
2. Child and Adolescent Maltreatment/Adverse Childhood Experiences (ACEs)
3. Criminal and Civil Justice Systems
4. Historical Trauma, Systemic Trauma & Marginalized Populations
5. Intimate Partner Violence: Offenders
6. Intimate Partner Violence: Victims/Survivors
7. Labor & Sex Trafficking
8. Primary Prevention/Early Intervention
9. Sexual Victimization
10. Trauma Among First Responders, Military Personnel, Veterans & Their Families
11. Trauma in General

## Track      Session Title

1ST CHOICE

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2ND CHOICE

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3RD CHOICE

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4TH CHOICE

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5TH CHOICE

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## Thank You!

Submit your completed (signature required) Volunteer Application 2023 forms, including the Policies, Procedures, & Acknowledgment page to Sonora Eribez ([Sonora@ivatcenters.org](mailto:Sonora@ivatcenters.org)).

- Once the Volunteer Subcommittee has received the completed application, you will receive a confirmation email
- Volunteers are required to register within 24 hours of receiving a volunteer code to waive appropriate registration fees
- If you fail to register, your assignments and waived registration may be canceled

## Volunteer Code Support

You cannot register online before we provide you the volunteer code to waive your registration fees, email our Registration Assistant ([Registration@ivatcenters.org](mailto:Registration@ivatcenters.org)).

