



VOLUNTEER PACKET

Dear Prospective Volunteers:

The following packet provides a brief overview of the volunteer and Conference proceedings for the upcoming **16th International Conference on Violence, Abuse and Trauma –Linking Research, Policy & Practice**, to be held September 11-14, 2011, at the Town & Country Resort and Convention Center.

Please, find enclosed in this packet the following documents:

- **Volunteer Policies and Procedures** (sign and return to IVAT)
- **Volunteer Application 2011** (complete and return to IVAT)
- **Description of Volunteer Work Positions** (print, review, keep for onsite reference)

Conference Overview

This Conference is a unique forum for people from all disciplines and philosophies to exchange current information on what we know and do not yet know, and discuss differences and similarities in what we do and how we do it, related to all aspects of violence, abuse and trauma prevention, intervention and research. These includes intimate partner violence, child maltreatment, youth violence, judicial issues, sexual assault, people with disabilities, treatment of victims and offenders, elder abuse, trauma and more.

Volunteer Description

Our valued volunteers are familiar with and comfortable in an energetic and fast paced setting. They assist in pre-conference and Conference activities, including registering participants for the program or continuing education credits, assembling the registration packets, setting up and helping in the selling of books, monitoring sessions, and general administrative tasks. **IVAT prefers volunteers who can commit to a minimum of 5-hour volunteer session per day.** Every 5-hours of volunteering at the Conference is equivalent to a day's registration. Please, contact me with any questions well prior to the event.

Sincerely,

Katherine M. Atkins, M. S. Ed., NCC
Programs & Volunteers Coordinator
Institute on Violence, Abuse & Trauma at
Alliant International University
10065 Old Grove Road, #101
San Diego, California 92131
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Volunteer Policies and Procedures

Volunteer Policies and Procedures

Volunteers play an integral role in meeting the mission of the Institute on Violence, Abuse and Trauma, and of this Conference. As a volunteer with IVAT, it is your responsibility to abide by and understand the policies explained below. 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.

Sign In/Out

Volunteers are expected to sign in and sign out for each shift worked. This allows IVAT to track volunteer hours and provide volunteers with proof of hours worked if needed.

Job Duties

The Conference is a fast-paced and fluctuating arena, so your job duties may shift throughout your volunteer period, depending on the needs of the Conference at any particular time. Your cooperation and assistance in performing such additional work is appreciated.

Additional Policies and Procedures

- Volunteers promote an environment of mutual respect with all staff, volunteers, and participants. They do this by performing and behaving according to the IVAT mission.
- Volunteers must respect the privacy and confidentiality of any information that may be obtained while working within IVAT.
- 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 severity.
- Volunteers conduct themselves in a professional manner according to a Code of Conduct:
 - ~All relationships between volunteers and staff, other volunteers, and participants shall be professional.
 - ~Behavior, dress, and language shall be appropriate and professional. Casual and comfortable dress is acceptable. Please no ripped clothing, short skirts or revealing blouses. Jeans and tennis shoes are fine as you may be doing a lot of running!
 - ~IVAT promotes an environment free from drugs and alcohol, sexual harassment, verbal and physical abuse and violence.
 - ~Volunteers will follow the directions of the supervisory staff.

I, _____, agree to abide by the policies and terms stated above. I understand that IVAT retains the authority to ask me to cease volunteering and leave the property if I violate any of the above 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 IVAT event and/or on behalf of IVAT and FVSAI.

Signature

Date

TERMS AND CONDITIONS

In no event will the Institute on Violence, Abuse and Trauma (IVAT) be liable for any damages, including, without limitation, indirect or consequential damages, or any damages whatsoever arising from the use or loss of use, data, or profits, whether in action of contract, negligence or other tortious action arising out of or in connection with attendance or participation at this conference. If these terms and conditions are not accepted in full, you will not have IVAT's permission to participate in this Conference.

DEFAMATION/LIBEL DISCLAIMER

Neither the Institute on Violence, Abuse and Trauma (IVAT) nor any of its officers or employees can accept responsibility or liability (express or implied, contractual, torturous, or otherwise) for any material contributed to this Conference. The views and opinions expressed by any contributor to this Conference are not necessarily those of IVAT or any of its members.

Volunteer Policies and Procedures



Volunteer Application 2011

Name _____ Title _____ Date _____

Your Name on Conference Badge: _____

Business or Organization _____

Address _____

City _____ State _____ Zip _____

Work Phone _____ Home Phone _____ Cell Phone _____

Fax Line _____ Email: _____

After checking the Conference Schedule for your preference of sessions and events to attend, please, tell us your work availability for the following days, before and during the Conference:

2011	AM 7:30am-12:30pm	PM 12:30pm-5:30pm
Thursday Sept. 8 ATI's		
Friday Sept.9 ATI's		
Saturday Sept.10 ATI's		

2011	AM 7:30am-12:30pm	PM 12:30pm-5:30pm
Sunday Sept.11 Conference		
Monday Sept.12 Conference		
Tuesday Sept.13 Conference		
Monday Sept. 14 Conference		

****Please note that the 5 hour blocks may vary due to session/event times. Volunteers may need to stay later depending on session/event times. Please be prepared to stay until 6 PM as various session end at 5:45. We also need volunteers for the Poster Session/Welcoming Reception as well as our Entertainment Night on Tuesday. If you are available to help during those times, please indicate below.**



16th International Conference on Violence, Abuse and Trauma

(Formerly the International Conference on Family Violence)



Indicate in order of preference your top three (3) choices (1 for first choice) for Conference tasks/duties; **while we will do our best to accommodate your top choices, we cannot guarantee assignments:**

BEFORE CONFERENCE

- Program Folder Stuffing
- Registration and CE Set up

- Name Tags
- Bookstore Set-Up

PRE-CONFERENCE AND CONFERENCE

- Registration Table
- Floater
- Book Sales

- Room Monitor**
- Continuing Education Assistance

Please list any additional Conference duties/tasks you have interest in:

Welcoming & Poster Reception: Opening Ceremonies: Awards Luncheon: Complimentary Entertainment Night: Closing Ceremonies: Other: _____

Please, indicate choices of sessions or panel title(s) for **Room Monitoring (consult the online Conference Program).

AS A REMINDER, YOU MUST WORK A TOTAL OF 20 HOURS ON-SITE OR IN IVAT OFFICES IN ORDER TO RECEIVE FREE, FULL CONFERENCE REGISTRATION

Once the Volunteer Department has received the completed application, you will receive a confirmation email stating that we would like to welcome you as a 16th International Conference Volunteer. We will then provide you with a **discount code** so that you may register online. PLEASE DO NOT REGISTER ONLINE BEFORE WE PROVIDE YOU WITH THE VOLUNTEER ID.

Please, note that there is a \$25 processing fee automatically posted when you register.

Be sure to set your Conference attendance schedule first, so that you will not be scheduled to volunteer, when you want to be in session. Midstream changes are often not possible. Then, please, submit your volunteer application to:

Katherine Atkins
10065 Old Grove Road
San Diego, CA 92131
Phone: (858) 527-1860 x 4550
Fax: (858) 527-1743
Email: katkins@alliant.edu



Volunteer Work Positions

These are brief overviews. Duties may vary depending on Conference needs and you will receive detailed instructions for your assignment prior to the Conference and again, prior to your work shift. **ASK QUESTIONS.**

Before-Conference Positions:

Conference Folder Stuffers

Collate conference materials, stuff and store 1200 Conference folders for all registered participants.

Bookstore Set-up

Assist with set up, sales, register, customer service, exhibit takedown and merchandise monitoring.

Name Tags

Assist in putting printed nametags in nametag holders for the registered attendees.

Registration and CE Set-up

Help IVAT staff in the initial set up of the registration and continuing education areas.

Pre-Conference and Conference Positions:

Registration Table

Check in the pre-registered Conference attendees, register onsite attendees, providing them with their nametags, and general information regarding the Conference.

Continuing Education Assistance

Help staff the CE table, verify CE forms, file evaluations; assist with compiling data, handing out certificates and providing general information regarding the Conference continuing education units.

Book Sales

IVAT will have 8-10 tables of books, videos, and games to sell at the Conference, requiring 2-3 people to be at the tables to handle cash and credit card transactions for sale of the educational resources.

Floater

Floater will be runner if a room needs anything or if we need extra copies of handouts, a replacement for a room, etc. Floater will also be expected to assist any of the other positions when necessary.

Room Monitor

Room monitors will greet incoming participants to each session, bring and distribute handouts during the session, and count/record the number of people in the room. Monitors also provide basic troubleshooting.

All Volunteers

Briefing will be provided for all volunteers onsite. It is assumed that the content of all volunteer documents will have been read and understood, prior to the first day of work assignment. Although volunteers may be assigned to one task, they may be asked to help out with *other positions* when necessary.