

NATIONAL HISPANIC COUNCIL ON AGING CONFERENCE
WASHINGTON, D.C.
September 28-29, 2010
“Working Together For a Strong Golden America”

VOLUNTEER INFORMATION

NHCOA is the premier national organization dedicated to understanding the needs and securing the wellbeing of Hispanic older adults and their caregivers. Our Annual Conference is renowned for its discussions on timely and critical issues, interactive policy-oriented sessions, workshops and trainings on best practices and strategies, and numerous skills-building and partnership-generating opportunities for the many professionals, volunteers, advocates, and family members dedicated to serving the needs of a growing and diverse aging Hispanic population.

Each year at the Conference, NHCOA showcases the important work the organization is doing regarding key indicators of our families’ wellbeing. While the NHCOA Annual Conference is the only national conference focusing on Hispanic aging issues, it also brings together experts in aging representing the broad spectrum of the U.S. population. This year, our Conference will serve as a launching point for those working across the U.S. on behalf of the aging community to come together to ensure that America is ready to manage the aging of our population and that key legislation now before Congress serves all U.S. older adults. Our vision is a future in which all of America will enjoy their golden years in contentment, health, and economic security.

Volunteers will be needed for the following tasks:

<ul style="list-style-type: none"> • Community Kick-Off • Registration Plaza del Intercambio (<i>Charlas, Health screenings</i>) • Symposiums • Agency Visits • Morning briefings 	<ul style="list-style-type: none"> • Greeters, Meal Event Seating • Simultaneous translation equipment mgmt during meal events • Empowerment and Civic Engagement Training Sessions • Symposium session transcribers* • Move-in and Move -out
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**Graduate students only - email rgriego@nhcoa.org for more information*

Duties of Volunteers:

- Assist with seating, refreshment area, logistics for Community Kick-Off
- Assist in Attendee Registration Set-up & Registration assistance
- Plaza del Intercambio - assist staff with *Charlas* and health screenings, exhibitors
- Distributing and picking up evaluation forms at Empowerment and Civic Engagement Training, Symposiums
- Greeting & Assisting Attendees throughout the Conference
- Serving as runners in various areas of the Plaza del Intercambio, registration area and symposiums
- Accompany groups to visits with the heads of Agencies (DOL, HHS, HUD)
- Assist in moving into hotel and setting up conference area (heavy lifting may be required)
- Assist in move-out from hotel to NHCOA office on final day (heavy lifting may be required)

Volunteer benefits:

To attend this year’s premier event that celebrates the older generation in *nuestra familia!* In exchange you will get the following:

- Free Conference registration tickets to the events (value \$350)
- Letter of recommendation from NHCOA confirming your volunteerism and contribution to NHCOA
- Experience working at a premier Annual Conference that benefits Hispanic older adults and their families

We encourage senior citizens to participate, but please note on the volunteer form if you have special needs.

You must be on time, be dressed appropriately, and complete the times you have agreed to work in order to receive your free tickets. Below is the list of all events for this year’s Conference and the number of hours we need assistance. Any one person who completes a total of 10 hours will receive the above benefits.

EVENTS SIGN-UP FORM

NAME: _____
 (PLEASE CIRCLE EVENT # INTERESTED IN STAFFING)

Pre-event #	Event	Date & Time	Hours Assistance Needed
1.	Orientation Location: L'Enfant Plaza Hotel Montcalm Room	Sunday, 9/26 (1pm-2:30pm)	1.5
2.	Registration Bag Stuffing Location: L'Enfant Plaza (TBD) Montcalm Room	Saturday, 9/26(2:30pm-4:30pm)	2

Event #	Event	Date & Time	Hours Assistance Needed
1.	Community Kick-Off Location: Casa Iris	Monday, 9/27 (8am-12:30pm)	4.5
2.	Registration Bag Stuffing (if not completed on 9/25) Location: L'Enfant Plaza	Monday, 9/27 (8am-10am)	2
3.	Registration Set-up	Monday, 9/27 (9am-11 am)	2
4.	Registration GROUPS	Monday, 9/27 (1pm-5pm)	4
5.	Move-in/set-up NHCOA to hotel Note: Will entail packing-up, lifting boxes, loading and unloading	Monday – 9/27 (8pm –3pm)	6

Event #	Event	Date & Time	Hours Assistance Needed
1.	Briefing Session	Tuesday-9/28 (8:30am-9:30 am)	2
2.	Morning Empowerment & Civic Engagement Training Session	Tuesday – 9/28 (10am-12pm)	2
3.	Symposium – Economic Security	Tuesday – 9/28 (10am-12pm)	2
3.	Tuesday Luncheon	Tuesday-9/28 (12:30-2pm)	2
4.	Afternoon Empowerment & Civic Engagement Training Session	Tuesday-9/28 (2pm- 5pm)	3
5.	Symposium – Health	Tuesday – 9/28 2pm-4pm)	2
6.	Pre-Gathering	Tuesday – 9/28 (5:30pm-6:30pm)	
6.	Awards Dinner	Tuesday-9/28 (6pm- 8pm)	3
7.	Briefing Session	Wednesday, 9/29 (8:30am-9:30am)	2
8.	Plaza del Intercambio- Charlas & Health Screenings and Expo	Wednesday – 9/29 (9:00am – 2:00pm)	4
9.	Agency Visits	Wednesday – 9/29 (2:30am-4pm)	3
11.	Wednesday Luncheon	Wednesday – 9/29 (12:30pm-2pm)	2
12.	Move-Out Breakdown and delivery to NHCOA Note: Will entail packing-up, lifting boxes, loading and unloading	Wednesday – 9/29 (4pm – 7pm)	3

We ask that you attend the orientation meeting on **Sunday, September 26** at the L'Enfant Hotel, Washington, DC to review volunteer handbook, changes to the program, tour of space, questions & answers and any additional information needed. Casual dress is approved for orientation & Monday move-in registration tasks (unless scheduled for Community Kick-Off). Starting Tuesday, September 28 we ask that you be on time and dress in business attire for the events you have signed up for. If you have any questions, please call Rachel Griego at 303 880-3651. If you have an urgent question during the day, please e-mail Rachel at rgriego@nhcoa.org she will try to return your e-mail or call immediately.

Volunteers will be assigned to duties on a first-come basis as needed according to the times requested. **Please advise on the form below if you are unable to work a special area due to special needs. Please print out the previous page and circle events you wish to help with, and fax it, along with this page, to Rachel Griego 202-347-9735. We will call you to confirm final hours.** so please include a day and evening phone #.

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VOLUNTEER CONFIRMATION FORM

PLEASE PRINT & FAX THIS PAGE AND PREVIOUS PAGE (EVENTS SIGN-UP FORM), TO: Rachel Griego 202-347-9735

NAME _____

ADDRESS _____

CELL # _____ HOME # _____

FAX # _____ E-MAIL _____

I AGREE IN GOOD FAITH TO FULFILL MY COMMITMENT TO WORK THE EVENTS I HAVE INDICATED (PREVIOUS PAGE). IF UNABLE TO WORK, I WILL MAKE EVERY EFFORT TO FIND A REPLACEMENT. BY NON-FULFILLMENT OF COMMITTED HOURS I RELEASE NHCOA FROM PROVIDING PREVIOUSLY STATED BENEFITS.

Signature

Date