

NATIONAL HISPANIC COUNCIL ON AGING CONFERENCE
ALBUQUERQUE, NEW MEXICO
November 4-7, 2008
“Transforming the Future of Aging:
Sharing the Best of us to Empower Hispanic Older Adults and their families”

VOLUNTEER INFORMATION

Volunteers will be needed for the following tasks:

- Registration
- Community Walk
- Expo-Plaza del Intercambio
- Press Conference
- Town Halls
- Meal Events
- Workshop Monitors

Duties of Volunteers:

- Assisting in Attendee Registration Set-up & Registration assistance
- Assisting with Community Walk with registration, t-shirt & refreshment distribution
- Expo-Plaza del Intercambio-assist with exhibitors and set-up
- Distributing and picking up Evaluation forms at Workshops
- Greeting & Assisting Attendees throughout the Conference
- Serving as runners in various areas of the Expo, registration area, speaker ready room & press room

Volunteer benefits:

To attend this year’s premier event that celebrates the older generation in nuestra familia. The 2008 NHCOA Annual Conference offers three dynamic days of professional development, information-sharing, community-building, and networking with other professionals, political, academic, community and corporate leaders! Any adult can provide NHCOA with volunteer services from Monday, November 3 through Friday, November 7, 2008 in exchange for free registration and or tickets to the events. 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 Special Events for this year’s Conference and the number of hours you must work to receive you free tickets. Any one person who completes a total of 20 hours will receive a full Conference registration (value \$375).

(PLEASE CIRCLE EVENT # WISHING TO ATTEND ON BOTTOM OF 2ND PAGE)

Event #	Event you wish to attend	Date & Time	Hours you must work
1.	NHCOA Opening Event	Tuesday-11/4 (9-11 am)	2
2.	Wednesday Luncheon	Wednesday-11/5 (12-2 pm)	8
3.	Thursday Luncheon	Thursday-11/6 (12-2 pm)	8
4.	Awards Dinner	Thursday 11/6 (6:30-8:30 pm)	8
5.	Closing Brunch	Friday 11/7 (10:30-Noon)	6

We ask that you attend the orientation meeting on Sunday night, November 2 at the Hotel Albuquerque at Old Town, 800 Rio Grande Blvd, NW, Albuquerque, NM, to review volunteer handbook, changes to the program, questions & answers and any additional information needed. If you are from out of town, please show up 20 minutes before your 1st assignment to be updated and receive handbook. We do not give credit on hours for orientation. Casual dress is approved for orientation & Monday set up. Starting Tuesday, November 4, 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 Marlene de la Rosa at home before 8:00 am and after 6 pm MST at 303 455-1413. If you have an urgent question during the day, please e-mail Marlene at mtdelarosa@yahoo.com I will try to return your e-mail or call immediately.

Volunteers will be assigned to duties on a first come-basis as need 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 keep a copy of the form for your records and fax to Marlene de la Rosa 303-844-4578 or by e-mail mtdelarosa@yahoo.com. **PLEASE FAX only page #2 with dates and times you wish to work;** along with the special events you would like to attend (on the bottom of page #2). Any one person who completes a total of 20 hours will receive a full Conference registration. **You will be called to confirm,** so please leave a day and evening phone #. **DO NOT SCHEDULE YOURSELF TO WORK AT THE SAME TIME YOU WISH TO ATTEND AN EVENT OR OVERLAP YOUR DAILY SCHEDULE.**

PLEASE PRINT & FAX THIS PAGE ONLY TO: MARLENE 303-844-4578

NAME _____

ADDRESS _____

CELL # _____ HOME # _____

FAX # _____ E-MAIL _____

I AGREE TO WORK THE FOLLOWING. IF UNABLE TO WORK, I WILL FIND A REPLACEMENT OR GIVE BACK THE SPECIAL EVENT TICKET I RECEIVED. I WILL BE BILLED FOR EACH TICKET I DO NOT RETURN OR WORK THE COMMITTED TIME.

Signature _____

Date _____

Sun 11/2	6-8pm	No Credit	Everyone	X		Thur 11/6	6:30am-1 pm	6 1/2	2	
							7-8:30 am	1 1/2	4	
Mon 11/3	10am-4pm	6	10				7 am-Noon	5	3	
							7:30-10 am	2 1/2	2	
Tues 11/4	7-11 am	4	3				7:30-10:30 am	3	2	
	Noon-4:30 pm	4 1/2	2				9:15-11:45 am	2 1/2	4	
	4:30-7:30 pm	3	3				10-11:30 am	1 1/2	4	
							11am-2 pm	3	2	
Wed 11/5	6:30 am-1 pm	6 1/2	2				1:15-3:45	2 1/2	2	
	6:30-10 am	3 1/2	4				2:45-5:15 pm	2 1/2	2	
	7:30-10 am	2 1/2	4				5:30-8:30 pm	3	2	
	8 am-Noon	4	3							
	9:15-11:45 am	2 1/2	4			Fri 11/7	7:30-10 am	2 1/2	4	
	11 am-2 pm	3	2				9:30-noon	2 1/2	2	
	1:15-3:45 pm	2 1/2	6							
	2:45-5:15 pm	2 1/5	6							

PLEASE FAX THIS PAGE ONLY. OTHER COMMENTS OR NOTES _____

CIRCLE EVENTS WISHING TO ATTEND: 1 2 3 4 5 FULL REG