NCRA 44th Annual Educational Conference
Volunteers Needed!!

Planning has already begun for the 2018 NCRA Annual Educational Conference. In an effort to support the conference, volunteers are being sought from the local and neighboring registrar associations to help ensure the event is a success for everyone! Volunteers are needed in the following areas:

**Bag Preparation** – Pre-conference activity, stuffing conference bags with proceedings, visitor information, evaluation forms and any items provided by the CVB and Vendors.

**Date of Volunteer Activity:** Sunday, May 20, 2018  
**Volunteer Hours:** 2-4 hours (8:00 a.m. -12:00 p.m.)  
**Number of Volunteers Needed:** 10-20 volunteers

**Educational Session Monitors** – Assisting with AV needs, collecting and distributing information on behalf of the speaker, time keepers, door and seating assistance for attendees.

**Date(s) of Volunteer Activity:** Monday - Wednesday, May 21-23, 2018  
**Volunteer Hours:** Various times slots ranging from 2-4 hours per slot  
**Number of Volunteers Needed:** 30-40 volunteers

**Business Meeting Assistance** – Collecting tickets and tallying votes.

**Date of Volunteer Activity:** Monday, May 21, 2018  
**Volunteer Hours:** 11:30 am-1:15 pm  
**Number of Volunteers Needed:** 12 volunteers

Multiple positions are available for each area above. If you or a colleague can lend a hand, please complete the form below and return to Nancy Allen at NCRA, 1330 Braddock Place, Suite 520, Alexandria, VA 22314  Fax: 703-299-6620 E-mail: nallen@ncra-usa.org.

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YES, I am interested in volunteering at the NCRA 44th Annual Educational Conference. Here is my contact information, my interests, and my availability:

Name: ________________________________  
Credentials: ____________________

Email: ________________________________  
Phone: ________________________________

I am interested in volunteering to help with:

- [ ] Bag Preparation
- [ ] Educational Session Monitors day(s) __________________________ morning and/or afternoon ____________________
- [ ] Business Meeting Assistance

Thank You for Volunteering!!!

You will receive further communication as a volunteer schedule is developed. Meanwhile, if you have any questions, please contact Nancy at 703-299-6640 ext. 311 or via email nallen@ncra-usa.org.