

Daily Volunteer Sign-up Sheets

The names and information on these sheets should be typed or printed. NENA will place orders for volunteer shirts based on the information obtained from these sheets. The goal is to fill all of the slots each day.

These sheets will also help NENA to identify any area(s) where outside assistance may be needed, due to insufficient volunteer response for specific days or time slots.

The Volunteer Coordinator should continue to maintain the Daily Volunteer Sign-up Sheets after they have been submitted to NENA, and should additional volunteers sign up or changes be needed, they should notify NENA of this immediately. Please note, NENA will order a limited number of additional volunteer shirts, and will make every effort possible to accommodate last minute additions, however, there may be cases where individuals that sign-up at the last minute may not receive the shirt size they requested.

If the Host Chapter knows of any volunteer with special food requirements, they should inform NENA prior to June 1st.

On-Site Daily Volunteer Logs

On-site Daily Volunteer Sign-in Logs are to be maintained by the Volunteer Coordinator. Once on-site, the Volunteer Coordinator needs to make sure that each volunteer signs in/out on the Daily Volunteer Log and that they receive their volunteer shirt. Volunteers that fail to sign in and out will not receive compensation for time worked.

Should a volunteer fail to show at the time indicated, the Volunteer Coordinator should try to contact the volunteer and if need be, locate a replacement volunteer for this position.

At the end of each day, the Volunteer Coordinator should submit to NENA, a verified and signed copy of the On-Site Volunteer Log for that day. In doing so, the Volunteer Coordinator is verifying that each volunteer listed on the sheet, worked the hours and assignment as indicated.

FREQUENTLY ASKED QUESTIONS

Q: What is the minimum time I can volunteer for?

A: 4 hours. Daily Volunteers must work a minimum of 4 hours. After working a minimum of 4 hours, a volunteer becomes eligible to attend 4 hours of the conference complimentary. Pre-Conference Courses are not part of the complimentary compensation. Hours must be worked prior to receipt of complimentary compensation.

Q: What if I am volunteering to be a Daily Volunteer and I have already registered to attend the conference?

A: Provided you volunteer a minimum of 8 hours, NENA will issue you a refund equal to the price of a one-day registration at the conclusion of the conference.

In cases where someone is signing-up to be a Daily Volunteer but has already completed/submitted a NENA Conference Registration Form and paid a registration fee, they must work a minimum of 8 hours that are verified by the Volunteer Coordinator, and at the conclusion of the conference, NENA will reimburse them for the cost of a One Day Registration. In order to obtain this reimbursement, they need to notify NENA in writing that they have already paid for a full registration and will be a Daily Volunteer. At the conclusion of the conference, NENA will issue a refund equal to the one-day registration fee based on the date of their original registration.

- **All requests for reimbursement must be submitted in writing, no later than 30 days after the close of the conference (June 19, 2019).** Please submit any requests for reimbursement to Bri Robinson at brobinson@nena.org. Requests will be checked against the volunteer logs. Refunds will not be issued after July 19, 2019.

Q: Does NENA provide lunch?

A: Yes. NENA will provide or buy each volunteer (Volunteer Coordinators & Daily Volunteers):

- Daily breakfast
- Daily lunch
- Afternoon refreshments (water, soda)

Q: Does NENA pay for parking?

A: Yes. NENA will reimburse or provide passes for daily parking. This does not apply if parking is at a non-designated site or if the individual chooses to use valet service at a hotel.

Q: Do I have to be a NENA Member to volunteer?

A: No.

Q: Do all volunteers get complimentary admittance to the receptions?

A: Prior permission is required. Please check with the Volunteer Coordinator.

Q: Can I volunteer one year and use the credit for a future conference, or another NENA event?

A: No. Your compensation time is only valid for the current conference.

Q: Is my compensation time transferrable?

A: No. Compensation time is only valid for the individual who volunteers.