2011 Seattle Expo

GROUP VOLUNTEER APPLICATION

**April 30, 2011 Washington State Convention Center**

Please mail, fax or e-mail your completed form.

***Mail****: American Diabetes Association EXPO, 1730 Minor Ave., Ste. 920, Seattle, WA 98101*

***Fax****: 206.903.8107 and mark it to the attention of Susan*

***E-mail:*** *smillender@diabetes.org*

**Questions:** Contact Susan Millender at206.282.4616, x7212 or smillender@diabetes.org

**Group Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Primary Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City, ST, ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Best Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Secondary Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_**

**E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Names of Others in Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**T-shirt sizes: (*please mark quantity of each)* S M L XL XXL XXXL**

**ATTENDEE REGISTRATION** volunteers willhand out registration forms to attendees; also available to answer questions and facilitate registration process

* 8:00 a.m. – 12:00 p.m.
* 12:00 p.m. – 4:00 p.m.

**PAVILION GREETER volunteers** will welcome, give directions and/or guide attendees to various pavilions and zones

* 8:00 a.m. – 12:00 p.m.
* 12:00 p.m. – 4:00 p.m.

**ACTIVE LIVING ZONE** volunteers will assist with games, crafts, activities and monitor exercise and activity space.

* 8:00 a.m. – 12:00 p.m.
* 12:00 p.m. – 4:00 p.m.

**TECH SUPPORT** volunteers will monitor computer kiosks, a/v equipment, and will help manage online bookstore and information spaces.

* 8:00 a.m. – 12:00 p.m.
* 12:00 p.m. – 4:00 p.m.

**SCREENINGS** volunteers will distribute and collect paperwork, man lines, pass out registration forms, and help with take-down.

* 9:00 a.m. – 12:00 p.m.
* 12:00 p.m. – 3:00 p.m.

**ASK THE EXPERT** volunteers will help direct people to correct expert and man lines.

* 9:00 a.m. – 12:00 p.m.
* 12:00 p.m. – 3:00 p.m.

**SURVEY STATIONS** volunteers will help direct traffic and ensure that everyone is receiving and filling out survey forms.

* 10:00 a.m. – 12:30 p.m.
* 12:30 p.m. – 3:30 p.m.

**MAIN STAGE ATTENDANT** volunteers will assist emcee and speakers to ensure smooth program flow and adherence to program schedule.

* 8:00 a.m. – 12:00 p.m.
* 12:00 p.m. – 3:00 p.m.

**VIP GREETING** volunteers will welcome VIPs and direct special guests to information check-in and VIP room.

* 8:00 a.m. – 12:00 p.m.
* 12:00 p.m. – 3:00 p.m.

**CAN’T VOLUNTEER DAY OF THE EVENT?**

We need lots of help in the office prior to and after the event. We’d love to have your help, whenever you are available. Thank you!

Office Work Please list times you are available

Thank you for volunteering for ADA EXPO. Please return the volunteer registration form to Susan Millender or email it to smillender@diabetes.org by **April 15, 2011**.