



2012 Summit on Out-of-School Time Learning

You have the opportunity to be a part of Indiana Afterschool Networks' 2012 Annual Summit

The Annual Indiana Summit on Out-of-School Time Learning is designed specifically for Indiana afterschool and summer program providers. The summit will host engaging workshops led by experts in the field for both new and seasoned workers. We will also be host to this year's special keynote speaker Leland Melvin, NASA Associate Administrator for Education, NASA Headquarters in Washington, DC. Among other notable individuals who will be present at the Summit. We are expecting Approximately 500 attendees for this year's Summit.

We are seeking numerous hard working and enthusiastic individuals to share their time, talent, and knowledge for this exciting event. The Indiana Afterschool Network is working hard to ensure that the 2012 is a huge success. Please join us on our journey. We need your help to make this event happen!

Key Volunteer Information

Conference Location

**JW Marriott
10 S West Street
Indianapolis, IN 46204**

Age Requirement: All volunteers must be at least 18 years of age at the time of application.

Available Positions: Volunteer opportunities range from working at the registration desk to assisting in the workshop rooms. Please be sure to review all available positions and their descriptions before choosing the area(s) in which you are interested. Volunteers will be asked to register for one shift, but will have an option to choose their top 3 choices. Each shift is on average 4-6 hours, but we can accept any help even if it is for 1 hour. Certain positions may require constant activity during a shift and/or standing for periods of time. Volunteer positions could be at the JW Marriott or the NCAA Hall of Champions or which is just a short walk from the JW Marriott

Uniform: Please wear either khaki or black pants, a plain blouse or polo shirt and comfortable business casual shoes. **(No sneakers allowed)**

Volunteer Training: All volunteers will be required to arrive 30 minutes prior to the start of their shift to receive detailed instructions about their position. There will be a pre-conference orientation on **Monday, March 5th**, and **Tuesday March 6th from 6:30pm-7:30pm. Orientation will be held at Indiana Afterschool Network headquarters 3901 North Meridian Street, Suite 9 Indianapolis, IN 46208.** This is your opportunity to learn more about the conference and the schedule of events. This orientation is mandatory for all volunteers, just choose the best date for you.

Why Volunteer?

- Help enhance the experience of attendees
- Give back to the Indianapolis community
- Be a part of the 2012 Indiana Summit on Out-of-School Time Learning



Summit Volunteer Position Descriptions

Set-up/ Exhibitor Move-in (Sunday March 11th – 6pm-8pm) - Set-up will consist of setting up exhibitor booth areas, registration area and business suite for the Summit the following day. There will be some carrying and lifting involved in this position.

Pre- Registration/ Summit Registration (Sunday, Monday and Tuesday March 11th, 12th and 13th) - This position handles pre-registration the evening before and all same day registration for the conference. Volunteers will be responsible for the distribution of all badges, conference bags, and general information. Pre-registration is a separate position from same day Summit registration and is held on **Sunday March 11th from 7-8pm.**

Help Desk (Monday and Tuesday March 12th and 13th) - This position handles all general questions, location questions and provides all paperwork for continuing education credits.

Summit Greeter (Monday and Tuesday March 12th and 13th) – This position will be the first point of contact to Summit guests. Greeters will welcome Summit guests and provide direction to conference registration and other locations as requested.

Session Moderator (Monday and Tuesday March 12th and 13th) - This position stands at session doors and checks badges to ensure that only registered attendees are entering the workshops. This position is support to IAN staff that will also be in the room. Responsibilities will be to collect evaluations and ensure the room is set for the next workshop. (Some public speaking may be available as part of this position).

Summit Support (Monday and Tuesday March 12th and 13th) - This position is a floater position. You will be assigned where most needed at the Summit. This could include assisting with anything from working with overall evaluation collection, helping with speaker book signings or running supplies to session rooms. This position will get its assignment(s) onsite.

Summit Clean-Up/ Exhibitor Move-out (Tuesday March 13th) – This position will include clean-up after the Summit as well as assisting exhibitors with the move out process. There will be some carrying and lifting involved in this position.



NCAA Hall of Champions Reception

Volunteer Position Descriptions

NCAA Reception Group Leader (Monday March 12th 4:15pm-7:00pm) – This position will help guide Summit guests from the JW Marriott across Washington Street and the canal to the NCAA Hall of Champions. This will include multiple trips from the hotel to the reception site. Please note directions will be provided ahead of time.

NCAA Reception Registration (Monday March 12th 4:15pm-7:00pm) - This position will help register guests, pass out name tags and direct guests throughout the facility.

NCAA Reception Greeter (Monday March 12th 4:15pm-7:00pm) -This position may include helping guests with coats, standing in one location within the facility to assist with guests with questions, directions and any other needs as they arise.

NCAA Reception Support (Monday March 12th 4:15-7:00pm) – This position may be a floating position or stationary position. Stationary positions will be including standing on one location to accommodate guest needs such as directions and questions during the reception. Floater positions include running materials and accommodating technological needs for the sponsor. Previous knowledge of projectors and computers is desired.

NCAA Reception Clean-Up (Monday March 12th 7pm-7:30pm) – This position will assist IAN staff in venue clean-up post reception. This may include a walkthrough of the facility to assure all areas are picked up as well as loading up any IAN or sponsor materials and transporting them to vehicles or the JW Marriott.



Volunteer Shift Times

Sunday, March 11 th	Monday, March 12 th	Tuesday, March 13 th
<p>6:00 pm - 8:00pm</p> <ul style="list-style-type: none"> • Set-up • Pre-Registration • Exhibitor Move-in 	<p>6:30am - 10:30 am</p> <ul style="list-style-type: none"> • Registration • Summit Greeter • Summit Support • Help Desk <p>10:00am – 1:00pm</p> <ul style="list-style-type: none"> • Registration • Session Moderator • Summit Greeter • Summit Support • Help Desk <p>1:00pm – 4:00pm</p> <ul style="list-style-type: none"> • Registration • Session Moderator • Summit Greeter • Summit Support • Help Desk <p>4:00pm-7:30pm</p> <ul style="list-style-type: none"> • NCAA Group Leader • NCAA Reception Registration • NCAA Reception Greeter • NCAA Reception Support • NCAA Reception Clean-up 	<p>6:30am - 10:30am</p> <ul style="list-style-type: none"> • Registration • Summit Greeter • Summit Support • Help Desk <p>8:30am – 12:30am</p> <ul style="list-style-type: none"> • Session Moderator • Help Desk <p>10:00am – 1:00 pm</p> <ul style="list-style-type: none"> • Registration • Session Moderator • Summit Greeter • Summit Support • Help Desk <p>1:00pm – 6:00pm</p> <ul style="list-style-type: none"> • Registration • Session Moderator • Summit Greeter • Summit Support • Help Desk • Statehouse Group Leader • Exhibitor Move-out • Summit Clean-up

REGISTRATION DEADLINE: Friday March 2, 2012 by 5pm

To register to be a volunteer click the link below
<http://www.indianaafterschool.org/Summit.shtml>

More information about 2012 Indiana Summit on Out-of-School Learning

Questions/Comments? Please Contact:

IAN 2012 Summit Intern - **Sarina Carpenter** at 317-612-4133 or scarpenter@indianaafterschool.org

Director of Outreach - **Sara Beanblossom** at 317-920-0181 or sbeanblossom@indianaafterschool.org