



## Volunteer Information

The California Preservation Foundation seeks individuals to volunteer at the 42<sup>nd</sup> Annual California Preservation Conference, to be held at the **Pasadena Hilton, May 10 – 13, 2017**. Conference headquarters will be on the main level of the Pasadena Hilton.

### **Q: What is the California Preservation Foundation?**

**A:** The California Preservation Foundation (CPF) is California's only statewide non-profit organization working to educate and advocate for the preservation of California's diverse cultural and architectural heritage.

### **Q: What is the Annual California Preservation Conference?**

**A:** Each year, in partnership with several regional organizations, CPF hosts the Annual California Preservation Conference. During this time, those from all walks of California's preservation community will gather for the purpose of preserving California's rich and historic cultural resources and recognizing their valuable role in California's economy, environment and quality of life.

### **Q: Why should I volunteer?**

**A:** In addition to the great feeling you get from dedicating your time to a worthy cause, we offer great benefits in exchange for your volunteer time at the Conference. Volunteers may attend the Conference Educational Sessions free of charge, based on the number of hours volunteered. In addition, volunteers will be invited to a Thank-You Event which will take place after the Conference.

### **Q: What kind of volunteer opportunities are available?**

**A:** Volunteers are needed in many different capacities. There are jobs at the registration desk, Exhibitor Hall, Silent Auction, Educational Sessions, on Tours and Mobile Sessions, and at Special Events. Help with set-up and breakdown of the Conference is always useful, and volunteers who can provide IT or technical services are also in high demand! There are many different date and time slots available as well. Please see the volunteer application for more information.

### **Q: What are the requirements to be a Conference volunteer?**

**A:** The basic requirements are as follows:

- ✦ Attend one volunteer orientation session (see application for dates and times)
- ✦ Submit Volunteer Application Form by Friday, April 14, 2017.
- ✦ Follow the *volunteer code of ethics* – **be punctual and responsible** (and call if you are late or cannot make it), **dress appropriately** (please no flip-flops, ripped jeans, and t-shirts or sweatshirts with logos/writing – no need to dress up, just use your best judgment), **perform all duties to the best of your ability, seek staff assistance when needed, be kind and respectful to all Conference attendees, become familiar with the Conference** infrastructure, schedule, and venues, **be flexible, do not leave your assigned area** unless instructed to do so, and **do not consume any alcoholic beverages** while volunteering
- ✦ Be comfortable working in a busy and active environment
- ✦ Have reliable transportation to and from the Conference headquarters or any other venue where volunteering
- ✦ Be able to cover any costs incurred while volunteering (such as gas/mileage from driving to an event, meals purchased, parking fees, etc.). **CPF cannot reimburse any volunteer expenses.**
- ✦ Sign a liability waiver

### **Q: How do I sign up?**

**A:** Fill out the Volunteer Application Form on back and submit it to CPF, either by emailing [cpf@californiapreservation.org](mailto:cpf@californiapreservation.org) or faxing (415) 495-0265.



## Volunteer Registration Form

### STEP 1:

Name	Organization	
Address		
City	State	Zip
Email	Phone	
Emergency Contact	Phone	

### STEP 2:

Please select which mandatory Volunteer Orientation Session you will attend (2 hours). These are on-line training sessions.

- Thursday, April 27, 2017, 3:00 PM       Friday, April 28, 2017, 10:00 AM

### STEP 3:

Please check off the timeslots during which you are available to volunteer during the Conference:

- |                                    |                                    |                                    |                                    |
|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| Wednesday May 10                   | Thursday May 11                    | Friday May 12                      | Saturday May 13                    |
| <input type="checkbox"/> Morning   | <input type="checkbox"/> Morning   | <input type="checkbox"/> Morning   | <input type="checkbox"/> Morning   |
| <input type="checkbox"/> Afternoon | <input type="checkbox"/> Afternoon | <input type="checkbox"/> Afternoon | <input type="checkbox"/> Afternoon |
| <input type="checkbox"/> Evening   | <input type="checkbox"/> Evening   | <input type="checkbox"/> Evening   | <input type="checkbox"/> Evening   |

### STEP 4:

Please rank your Conference volunteering preferences in order (1 - 6):

- |                                                         |                                                                 |
|---------------------------------------------------------|-----------------------------------------------------------------|
| _____ Registration Area (includes Auction & Exhibitors) | _____ Special Events                                            |
| _____ Educational Sessions & Workshops                  | _____ Set-up or Breakdown                                       |
| _____ Study Tours & Mobile Workshops                    | _____ Technical (set-up, monitor, and troubleshoot A/V systems) |

### STEP 5:

If there are specific Pre-Conference Workshops, Educational Sessions, Mobile Workshops, Study Tours or Special Events you would like to volunteer at please note them here. (Schedule is available on the CPF website - assignments will be given on a first-come, first-served basis):

### STEP 6:

Please return this form by Friday, April 14, 2017 to California Preservation Foundation (fax) 415-495-0265 or email to [cpf@californiapreservation.org](mailto:cpf@californiapreservation.org)