



# Student Volunteer Form

Deadline: January 10, 2020

If you are interested in volunteering at the 2020 Conference, **please complete this form and return to Tim Reinbold at [timr@warrenvilleparks.org](mailto:timr@warrenvilleparks.org).**

Please submit this form by January 10, 2020. As a student volunteer, you are entitled to a FULL refund of your conference registration. You will receive your refund check (or credit to your credit card) within six weeks following the conference and it will be mailed to the address used when you registered for conference.

**In order to receive a refund, you must complete the following requirements:**

- You must be a full-time student.
- **You must be a member of IPRA.** Please see your student advisor for information on membership.
- You must be registered and have paid for the conference.
- You must be signed up to work at least 4 volunteer hours during the conference.
- You must complete the volunteer sign-in/out sheet, and a member of the Operations Committee will verify that you have completed your required volunteer hours.

**You will receive your refund within six weeks. Refunds will be made in the same method that original payment was made. If you paid by check, a refund check will be mailed to you at the address provided in your conference registration. If you paid by credit card, the amount paid will be refunded back to your card. Please allow one to two billing cycles for the refund to appear on your statement.**

**Full Name:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

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

Listed below are the different shifts available for Conference Operations. Volunteer duties include directing attendees to the various session rooms; putting up signage throughout the hotel; preparing for the All-Conference Awards Luncheon; and assisting session moderators and room hosts. **To receive a refund, you MUST complete a minimum of 4 volunteer hours.** You will be contacted before conference to confirm your schedule. Please check the shifts below that you are available to work. **You will need to work a minimum of 4 hours in order to receive a refund.**

**Please select a minimum of 4 options that would work for your schedule.**

## Thursday, January 23

- \_\_\_\_\_ 8-10am
- \_\_\_\_\_ 10am-12pm
- \_\_\_\_\_ 12-2pm
- \_\_\_\_\_ 2-4pm
- \_\_\_\_\_ I can work any shift

## Friday, January 24

- \_\_\_\_\_ 7:30-9:30am
- \_\_\_\_\_ 9:00-11:30am
- \_\_\_\_\_ 11:15am-12:30pm
- \_\_\_\_\_ 1:30-3:30pm
- \_\_\_\_\_ 2:30-4:30pm
- \_\_\_\_\_ I can work any shift

## Saturday, January 25

- \_\_\_\_\_ 9:30-11:30am
- \_\_\_\_\_ 10:30am-12:30pm
- \_\_\_\_\_ I can work any shift

By checking the box below, you are confirming that you are a member of IPRA registered for the 2020 IAPD/IPRA Soaring To New Heights Conference, and will send a copy of your class schedule or proof of full-time status along with this volunteer form. You also understand that you may be called to work any of the shifts that you have indicated above (up to 4 hours). Please contact Tim Reinbold with any questions, (630)393-7279 or [timr@warrenvilleparks.org](mailto:timr@warrenvilleparks.org)

**NOTE: You may attend the All-Conference Awards Luncheon (Friday at 12:15 pm) at no charge to you, if you pre-register for the lunch by January 13, 2020. If you are scheduled to work during the 9am-12:30pm Friday shifts, a seat will be reserved for you.**

\_\_\_\_\_ I agree to the terms and conditions listed above.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_