

Tri-Valley Expanding Your Horizons
VOLUNTEER FORM
Conference date: Saturday, February 25, 2012
Diablo Valley College, San Ramon Campus

Please provide the information requested below and indicate how you would like to help. If you have flexibility, you may choose more than one committee. We would appreciate your participation for the entire day, but there are some committees that are flexible in scheduling. Please note any time restrictions you may have.

Name:

Phone:

Email:

L-code or M/S or Address:

WORKSHOP PRESENTER

I am willing to be a Workshop Presenter.

As a workshop presenter, you will be expected to:

- Briefly describe background information about yourself (e.g., your education, how you got into your profession, what you do on the job, etc.)
- Provide a hands-on experience or activity for the girls related to your job or profession.
- There will be one morning and one afternoon workshop
- Lunch is split into two sessions with a special activity alternated between the two sessions.

CAREER FAIR/ SCIENCE EXPO PRESENTER

I am willing to be a Career/Museum Fair presenter.

- Fair presenters talk about their career and education choices, discuss their displays, distribute brochures and freebies, and may advertise their special events.
- Expo presenters may bring scientific demos that run constantly throughout the Expo or at specified times.
- The Career Fair/Science Expo will run during lunchtime only (11 a.m.–1:00 p.m.).

PRE-CONFERENCE ACTIVITIES

Friday Night Setup at Facility

Fundraising

Anywhere Needed

DAY OF CONFERENCE ACTIVITIES

Career Fair Assistance (10:30 a.m.–1:30 p.m.)

Facilities (7:30 a.m.–3:15 p.m. or portions within: please indicate available times)

Hallway Monitor (8:30 a.m.–1:30 p.m. or portions within: please indicate available times)

Registration (8:00 a.m.–9:00 a.m.)

Anywhere Needed

Comments/Work or Time Restrictions:

Return to: Yuki Ohashi, Sandia, MS 9042

Email: yohash@sandia.gov

Fax to: (925) 294-1459

Pre-Conference

Friday Night Setup

Assist in setting up the workshop rooms and checking to make sure all supplies are provided and conference signs are posted.

Fundraising

Contact sponsors for monetary and/or material donations and follow up with thank-you letters.

Day of Conference

Workshop Presenter

Prepare and present hands-on workshop that is fun and interesting and related to math and/or science. All day.

Career Fair/Science Expo Presenter

Fair participants talk with the girls about their career and education choices, discuss their displays, distribute brochures and freebies and may advertise their special events. Lunch time only.

Career Fair/Science Expo Assistance

General assistance and errand running for the Career Fair/Science Expo. Committee chairs will direct activities as needed. Lunch time only.

Hall Monitors

Provide directional assistance to students during workshop change periods. Also, ensure that students stay within the conference boundaries and non-participants do not enter workshops. Hall monitors will have busy periods during workshop changes. Feel free to bring a book or other entertainment for downtimes. Some hall monitor stations may be outside, so please dress accordingly. All day or part of the day.

Facilities

Assist presenters with setup and takedown of equipment in the rooms. Work involves lifting, pushing carts, and lots of walking. All day or part of the day.

Registration

Distribute registration packets to students during morning registration. Morning only.