



RES 2008 Volunteer Guidelines

A great way to work with the team that coordinates Indian Country's largest gathering of Tribal representatives, corporations, and government agencies is to start your service at the **2008 Reservation Economic Summit and American Indian Business Trade Fair** (RES 2008), March 3-6, 2008 at the Las Vegas Hilton Hotel. The overarching goal and purpose of this extraordinary annual event is to bring business development opportunities to American Indian business.

*If you are interested in serving as a Volunteer at RES 2008, please fill in the attached commitment agreement and submit **no later than February 1, 2008.***

Overall Guidelines

- For the entire volunteer experience, you are representing yourself, your team or organization and the National Center. Your actions will reflect on all of these parties.
- Respect the organizational culture at all times. The people working, attending and presenting at the event welcome your ideas and feedback in a positive and constructive manner.
- Please dress appropriately for the type of service you will be conducting. Most of the time, it will be at a minimum business casual. If you are working with the tote bags assembly, then dress casual and comfortable.
- Treat the experience as a learning opportunity and a change for personal growth as well as a team building activity for yourself, group or organization.
- Although you may not see the immediate outcome of the service you perform, there can be value in every volunteer project, even the most simple. Your presence as a volunteer is appreciated and essential to the success of RES.
- Be open to new experiences and challenges but be aware of your boundaries and voice any questions or concerns.

What is RES 2008?

- The largest and longest running American Indian business conference
- The premier gathering of American Indian Entrepreneurs, Tribal representatives, Corporations and Government agencies
- Business Workshops, Procurement Pavilion, Business Trade Fair (over 350 exhibitors), Awards Banquet, Networking Receptions, Internet Café and more

What are volunteer areas opportunities?

Volunteers are needed in the areas of, but are not limited to: Conference Registration, Customer Service, Trade Fair, Workshops, Pavilion, Golf Tournament. Task assignments range from answering conference related questions, placing signage throughout the conference area, ticket taking at the door entrances, promoting this and other National Center events, etc.

Why Serve?

Although we all want to volunteer for selfless reasons, it is human nature that we want to “get something back” from a service experience. SERVICE can be viewed as an EXCHANGE. As we give of our time and talents, we receive personal benefits as well.

Benefits of Serving include:

Personal

- Practice self discovery
- Explore your values and place in an event that offers diversity
- Expand your education by experiencing “real world” issues
- Challenge yourself

Social

- Feel needed, connected and contributing
- Share your knowledge and expertise with others while learning from them
- Meet and make new friends
- Foster deeper bonds with team members and friends

Charitable

- Lend a hand to those in need
- Take an active part in your community
- Make an impact on other’s lives as well as your own
- Help to combat social injustice

Vocational

- Build your resume with experiences that employers covet
- Learn and develop job and interpersonal skills
- Make career contacts and network
- Explore new fields and interest with freedom
- Gain future job experience

What we provide each volunteer

- Meals provided during the time you are working:
(8 hrs/day = breakfast and lunch) or (4 hrs/day = breakfast or lunch)
- Shirt
- Tote-bag w/ conference materials.
- Admission to the American Indian Business Trade Fair.
- Admission to **one workshop session per day** for a full day commitment.

What we will not be able to cover

- Transportation (to and from the event)
- Lodging
- Per Diem
- Parking
- Related expenses

When You First Arrive at the Site

- Locate the Volunteer Coordinator to discuss expectations and goals. Make sure you are clear as to your role during the event.
- Be the first to introduce yourself to everyone you meet and let them know you are a volunteer.

Confidentiality and Risk Management Concerns

- If you are feeling uncertain about a situation, ask before you act. Practice common sense and don't be afraid to ask for clarification or help.
- When requested by the Volunteer Coordinator to move off-site or from the conference area, travel in pairs (at minimum).
- Be cautious about sharing personal contact information with attendees, staff or other related individuals.
- If you have concerns regarding safety or well being of a client, please share this information with the Volunteer Coordinator.
- *Be aware that you can say "NO" to a task when you feel the request is inappropriate, beyond your skill level and depth of knowledge or if you perceive a situation to be unsafe physically or emotionally.*

Volunteer Orientation

Orientation will take place on **Sunday, March 2, 2008** from **3:00 pm to 5:00 pm** at the Las Vegas Hilton Hotel.

Volunteer Contact: **Phyllis Smith, Event Specialist**
Phone: (480) 545-1298, Ext. 244
Fax: (480) 545-4208
events@ncaied.org

RES 2008 Volunteer Application

(Please fill out one form per person)

Volunteer Profile

Name: _____

Title: _____

Organization: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

Cell: _____

Email: _____

Best way to reach you? _____

Date Submitted: _____

Indicate Dates/Time Available

| Sunday (3/2) | Monday (3/3) | Tuesday (3/4) | Wednesday (3/5) | Thursday (3/6) |
|--------------|--------------|---------------|-----------------|----------------|
| | | | | |

Indicate which event you are interested in:

| | | | |
|-------------------------------|--|---------------------------|--|
| Golf Tournament - 3/12/08 | | Registration - 3/3 – 6/08 | |
| Security - 3/3 – 6/08 | | Trade Fair - 3/6/08 | |
| Conf Bag Stuffing – 3/2/08 | | Session – 3/4 – 5/08 | |
| Customer Service – 3/3 – 6/08 | | Pavilion – 3/3/08 | |

Please indicate all that apply:

| | | | |
|--|--------------------------|--------------------------|--------------------------|
| Able to lift 25 lbs or more | <input type="checkbox"/> | Need to do a desk job | <input type="checkbox"/> |
| Able to stand for long periods of time (approx 30 min) | <input type="checkbox"/> | Familiar with golf rules | <input type="checkbox"/> |

Add other comments here: _____

A few additional questions:

- Have you volunteered for RES before? _____
- Do you have volunteer experience? NO ___ YES ___ If yes, what event? _____

Please submit volunteer submissions via email to events@ncaied.org or fax to 480-545-4208 attn: Phyllis Smith by February 1, 2008. **NCAIED is a 501(c)(3) nonprofit organization, therefore, we cannot cover any volunteer expenses.**