

VOLUNTEER APPLICATION

42nd Annual Statewide Preservation Conference

“Our Town: Preserving Places Together”

Venue One Eleven, Holly, Michigan
Wednesday, May 11 – Saturday, May 14, 2020

Submit this Application by **6:00 PM, Tuesday, April 12, 2022**, to
Jill Anderson, Volunteer Coordinator, at: VolunteerMHPN@gmail.com
Alternatively, by mail: East 313 César E. Chávez Avenue, Lansing, Michigan 48906, or by fax: 517-371-9090

Assignments are made based on your application’s timestamp or postmark.

HOW MAY WE CONTACT YOU?

Name: _____ Affiliation: _____

Street Address: _____ City: _____ State: ____ Zip: _____

Cell: () _____ E-Mail: _____

Have you volunteered with the MHPN before? If so, for what? _____

For the following, check all that work for you:

- _____ Wednesday afternoon, May 11, preparation of participant bags, auction set-up, marketplace set-up.
- _____ Thursday evening, May 12, Opening Reception & Vendors’ Showcase, welcome desk, bar ticket sales.
- _____ Friday lunch, May 13, Keynote Address registration desk, seating outside guests.
- _____ Friday evening, May 13, Awards Ceremony & Reception registration desk, bar ticket sales.

For the following, check all that work for you:

There will be tech support in the classrooms, but it would be helpful to know if you can put in a thumb drive, bring up a power point, and show a speaker how to use a remote? Yes___ No ___

Wednesday, May 11:

Afternoon:

- ___ Registration Desk
- ___ Go-fer
- ___ Room Monitor Workshop 1
- ___ Room Monitor Workshop 2

Thursday, May 12:

Morning:

- ___ Registration Desk
- ___ Go-fer
- ___ Rm Monitor Track 1
- ___ Rm Monitor Track 2
- ___ Marketplace
- ___ Raffle Ticket Sales

Afternoon:

- ___ Registration Desk
- ___ Tour Dispatch/Go-fer
- ___ Room Monitor Track 1
- ___ Room Monitor Track 2
- ___ Marketplace
- ___ Raffle Ticket Sales

Friday, May 13:

Morning:

- ___ Registration Desk
- ___ Tour Dispatch/Go-fer
- ___ Rm Monitor Track 1
- ___ Rm Monitor Track 2
- ___ Marketplace
- ___ Raffle Ticket Sales

Afternoon:

- ___ Registration Desk
- ___ Go-fer
- ___ Room Monitor Track 1
- ___ Room Monitor Track 2
- ___ Marketplace/Auction check-out/pack up
- ___ Raffles Ticket Sales

Saturday, May 14:

Morning:

- ___ Reg Desk/Tour Dispatch
- ___ Rm Monitor Workshop
- ___ Breakdown/Pack-Up

The “fine print:” Shifts are for full morning, full afternoon, or full evening; volunteers are asked to put in a minimum of 3 hours in any day they work. Volunteers to this great networking opportunity receive a 100% registration discount on the days they work; the reduced Student Rate is available for additional days. There is a required training Thursday and Friday mornings. Check out the conference brochure - www.mhpn.org - to help make choices. . By providing advanced notice, volunteers can be scheduled to avoid conflicts with their sessions of interest. Volunteers are responsible for their transportation and overnight expenses; check out the conference hotel rates in the brochure. After volunteer assignments are set, the contact lists for volunteers and scholarship recipients are circulated so that you can talk about sharing rides and room costs, if desired. **For more information or to submit this application, email VolunteerMHPN@gmail.com, ATTN: Jill Anderson by 6 PM, April 12! Please do not register for the conference until Volunteer assignments are approved.**