Student Volunteer Tasks for ACSP 2019 in Greenville

Staff Assist – Thursday - Sunday
Assist behind the scenes throughout the conference in the ACSP “office” and with ACSP staff.
· Errands to the hotel front desk
· Errands to the hotel business center
· Directing people traffic for larger events
· Collecting tickets at larger events
· Other errands and tasks as needed by ACSP staff

Conference Registration – Wednesday - Saturday
This work requires professional and friendly volunteers with good inter-personal and customer-service skills.
· Volunteers will only hand packets to attendees who have pre-registered and paid. Attendees who have not paid or need problem-solving assistance are directed to one of the ACSP staff.
· Name badge creators/editors
· Mother’s Room and Quiet Room Key Monitor
· Cell Phone Charging Station Monitor
· Checking-in posters and directing them to be hung in the correct place

Exhibits – Thursday afternoon and Friday afternoon/evening
Volunteers are available as exhibitors are setting up to answer questions or to locate an ACSP staff member as needed. Book publishers often do not send staff members, so volunteers will be asked to shelve books for their display in the new ACSP Library. Friday afternoon the volunteers assigned to the exhibits are essentially “room monitors” for the exhibit hall, keeping it neat and tidy, responding to attendee’s requests for assistance. Friday evening after the Poster Session & Reception we break down the exhibits and tidy up the ACSP Library. Students can begin pricing any books known to be left as donations for the Sunday sale.

Session Room Monitors – Thursday through Sunday
Thursday, Friday, Saturday and Sunday. These volunteers close the session room doors on-time. They count the attendees for each session, and record no-show presenters, reporting this information at the end of their shift in notebooks provided. They are on-call if there is a problem with AV equipment and find assistance for the presenters when needed using old-fashioned but most-effective walkie-talkie radios: “We’re empty on the coffee” …or… “We need an audio visual tech to Room 1”. ACSP staff rely on these volunteers heavily. Very clear voice projection necessary (no mumbling and no fear of being heard on radio).

Opening Reception – Thursday evening only
Students collect tickets from attendees as they enter and direct anyone without a ticket to ACSP staff. For a venue within walking distance of the conference hotel, the benefit of having students in their conference logo t-shirts on the walking path to the venue is a friendly and comforting presence to attendees enjoying themselves and not paying attention to the real world around them.

Mobile Tours – Friday afternoon only
- **Ticket Takers/Keepers of the Attendee Roster** – On Friday, each tour requires at least one student volunteer to assist with gathering the group and making sure they get on the right bus or out the right door – and on-time. They join the tour and count heads before and after to make sure no one is left behind.

- **Social Media Manager** – One additional student is assigned to each tour to document mobile workshops from the scene.

**Audio Visual Assistant** – Thursday through Sunday

Students well experienced with LCD projectors, plugging in various types of laptops and getting PowerPoint presentations to function perfectly can be helpful in every one of the 14-16 session rooms. Many presenters are savvy enough, but when something goes wrong, having ready-help is a comfort. Professional audio visual staff are also on hand on the other side of a walkie-talkie radio if necessary.

**App User Assistant** – Thursday through Saturday

This conference schedule is complicated. In the third year of a contract with this app service provider, attendees sometimes still struggle finding what they are looking for on the app. App User Assistants should be able to provide a quick tutorial to get an attendee started.

**Photography/Videography** – Wednesday through Sunday

- ACSP will have a professional photographer on site for a few events, but having skilled students taking candid photos at every event is an asset for every member school's own social media sites. Students should be able to take and provide quality photography for social media and web usage using an iPhone 8 or later, or digital camera with special lenses. Unfortunately ACSP does not provide the cameras.

- Documenting the photos and delivering them to the ACSP office in an organized way is critical! Sending photos directly to someone in the photo is perfectly acceptable with their permission.

- Explainer Videos – this would be short video clips to incorporate into the ACSP web site for attendees (i.e. how to use the app search feature)

**Writing** – Thursday through Sunday and potentially through the year

The ACSP Tuesday eNewsletter has a terrific 60% open rate. ACSP is always looking for new content to draw in readers. Documentation of events also becomes part of the ACSP’s archives. Good writing skills necessary.

- Summaries of a specific track’s sessions
- Summaries of special sessions
- Stories from special events
- Collections of verbal testimony from attendees at any conference event
- New book reviews – most especially from our member faculty

**Daily Session Signs** – Thursday morning through Sunday morning

The bulk of this task can be done prior to arriving on-site in Greenville. The hotel lets us know where particular rooms are located, and the app has maps, but every day, in front of every session room there is another sign that includes each session assigned to be in that room on that particular day. These signs need daily proofing using the app; updating and stuffing into the proper pockets before 7:00am each day of the conference.