

VOLUNTEER INFORMATION



BLACK WOMEN'S
Health and Healing
CONFERENCE & FESTIVAL 2006
SEPTEMBER 28 THRU OCTOBER 1
OAKLAND, CALIFORNIA

WHY VOLUNTEER?

Volunteers are an essential component of our conference. They assist in a number of pre-conference and onsite conference administrative duties that are important to the overall conference program. Student and professional volunteers will have the opportunity to interact and network with holistic and western-based health and development specialists and to engage in a rich exchange of ideas and initiatives with other individuals who share their interests. We recognize the significant contribution that volunteers make to the success of the conference each year, and we welcome your participation in our 2nd Bi-Annual Black Woman's Health and Healing Conference and Festival 2006.

WHO SHOULD VOLUNTEER?

All individuals with an interest in health and healing are invited to submit a Volunteer Application. Students, in particular, are encouraged to apply. The opportunity to volunteer is a benefit and first priority will be given to women unable to pay the full registration and student applications.

2006 VOLUNTEER REGISTRATION RATES

Postmark By	Volunteer I	Volunteer II
8/27/06	\$75	\$0
9/27/06	\$75	\$0
Onsite	N/A	\$0
Day Rate	N/A	\$0

WHAT DO CONFERENCE VOLUNTEERS RECEIVE?

In addition to the opportunity to interact with leaders in health and healing, conference volunteers receive access to:

- All Plenary and concurrent sessions, exhibits, and receptions. Exception: Volunteer II must commit to all Youth Forum activities.
- Complimentary Volunteer T-shirt
- Lunch pass for days volunteered.

HOW ARE CONFERENCE VOLUNTEERS SELECTED?

Upon receiving your completed application, the Volunteer Coordinator will review your application in consultation with other staff. Volunteers are selected on the basis of their interest in volunteering, related experiences, and their potential to make valuable and significant contributions to the conference. In the past, successful applicants have come from a variety of diverse backgrounds and experiences, and have shared in common a genuine commitment to using their skills and talents as they are most needed to help make the conference a success. If further information or clarification is needed beyond that presented in your application, we will contact you by phone or e-mail.

VOLUNTEER I - 25 VOLUNTEERS NEEDED.

DEFINITION

An individual willing to work 8 - 10 hours over the 3 day weekend. Hours do not include mandatory volunteer orientation.

SAMPLE RESPONSIBILITIES

Exhibit Hall - Volunteers will work with staff and exhibitors to set up the Exhibit Hall.

Registration - Volunteers will assist staff at the registration desk by distributing registration materials to conference participants.

Session Coordinator - Volunteers will facilitate the logistics of conference sessions and workshops. Volunteers assume overall responsibility for the presentation room, session evaluations, and related logistics.

Set-up/Clean-up - Volunteers will work with staff to set up and clean up the conference facilities.

REQUIREMENTS

Volunteers are asked to contribute approximately ten hours of service during the week of the conference. Volunteers will most likely be asked to work for a limited number of hours each day, and your hours of service may span multiple days. When you are not volunteering, you will be able to enjoy the ongoing conference program.

VOLUNTEER ORIENTATION

There will be a mandatory Volunteer Orientation Session for all volunteers on thursday, September 28, 2006 from 5:30-7:30 p.m. at the conference venue. In order to volunteer at the conference, you must attend the Volunteer Orientation Session in its entirety, regardless of whether or not you have volunteered in the past.

The orientation will include important training relevant to your assignment(s), an orientation to the conference program, and an opportunity to address any questions or concerns. Those who do not attend the orientation will not be able to participate in the conference as a volunteer and will be asked to pay the full registration cost if they want to attend the conference. We regret that we are unable to issue any refunds in such cases of cancellation.

OTHER INFORMATION

If you have time preferences or special interests and skills that you feel may be relevant, please indicate these in the appropriate sections of the Volunteer Questionnaire. While every effort will be made to accommodate your preferences, we cannot always do so but will do our best to take them into consideration as we assign responsibilities.

VOLUNTEER II – 15 VOLUNTEERS NEEDED

DEFINITION

An individual willing to be trained and work the entire 2-day Project Butterfly Youth Forum led by Niambi Jaha- Echols. There will be a mandatory training and orientations.

RESPONSIBILITIES

Volunteers in this category are expected to assist facilitating the 2-day youth forum. Volunteers will receive training following the curriculum as developed by Niambi Jaha-Echols of Project Butterfly. Each volunteer will then be responsible for leading activities for groups of 10 girls under the direction of Niambi.

REQUIREMENTS

Volunteers II will be expected to commit to the following times:

Training	Friday 9/29/06	3:00 pm - 5:00 pm
Workshop	Saturday 9/30/06	9:30 am – 11am 12:30 pm – 2:30 pm 4:00 pm – 6:00 pm
Workshop	Sunday 10/1/06	9:30 am – 11am 12:30 pm – 2:30 pm 3:30 pm – 5:30 pm

VOLUNTEER ORIENTATION

There will be a mandatory Volunteer Training Session for all volunteers on Friday, September 29, 2006 from 3:00 to 5:00 pm at the conference venue. In order to volunteer at the conference, you must attend the Volunteer Training Session in its entirety, regardless of whether or not you have volunteered in the past.

The training will prepare you to lead 10 youth in the Project Butterfly Curriculum entitled "Know what you got before you rush to give it away: a journey into our sacred spaces for girls 14 to 18 years old. All volunteers will receive a certificate of training and participation.

OTHER INFORMATION

This is an excellent opportunity for women who are interested and/or have experience working with young girls. Students, grandmothers and aunts, midwives, teachers, fathers and more are invited to share their talents and skills towards educating the young girls of our community.

How to Volunteer?

Please answer the following questions on a separate sheet of paper and submit with the regular registration form:

1. What are your special skills, talents and/or ways you can contribute to this event, etc.
2. What days, hours and times are you available to volunteer?

Conference Logistics

LOCATION

Oakland YWCA
1515 Webster St.
Oakland, Ca 94612

DATE AND TIMES

September 28 – October 1, 2006
Friday 7:30 am – 11:00 pm
Saturday 7:30 am – 11:00 pm
Sunday 7:30 am – 6:00 pm

PRE-CONFERENCE SET-UP

Thursday September 28, 2004

CONFIRMATION

Upon receipt of complete application & payment, you will receive a confirmation letter. Name badges and T-shirts will be available the day of the conference orientation. If you have not heard from us after four weeks, please contact us to check the status of your application.

Questions?

Please contact Hadiyah McLeod, Volunteer Coordinator with any questions at (510) 672-0434 or (510) 295-2553 or conference@muhsana.org