

DEC GENERAL VOLUNTEER INSTRUCTIONS

Welcome! Thank you for helping us!

Orientation

1. All Volunteers should view the Volunteer Orientation Slideshow prior to arriving onsite. This orientation will cover important information about volunteer duties and overall conference information.

Check In

1. Volunteers should first check in at the Registration Desk (Third Floor, Hilton Minneapolis) to pick up their name badge and conference materials
2. Volunteers should then check in for their assigned volunteer shift in the Volunteer Hospitality Room* (Directors 2, Third Floor) prior to reporting to their assigned duty station in order to receive the volunteer work hour credit. Volunteers who fail to sign in and/or report for the assigned duty will be responsible for full applicable fees.

** Unless you are volunteering for a post-Conference Workshop. Post-Conference Workshop Volunteers please check in Thursday morning at the registration desk.*

Conduct

1. It is important that Volunteers conduct themselves with the highest degree of professionalism at all times. You are serving as DEC's representative, and you are often the first point of contact other attendees have with the Conference. Courtesy, friendliness, and a professional, helpful attitude are expected of all volunteers.
2. The DEC Staff is in constant contact with the Solutions Desk in the Registration Area and is available to assist you. You can identify DEC Staff by the red "Staff" ribbons attached to their name badges.

Volunteer Instructions/Assignments

1. Please refer to the specific instruction sheet for your assignment for detailed instructions on your volunteer responsibilities. If you have further questions, please ask the Volunteer Coordinators or a DEC Staff person.

Important Contacts

1. Volunteer Coordinators: Jill Haak jhaak@bentonstearns.k12.mn.us Mary Hunt mary.hunt@state.mn.us and Kellie Krick krick009@umn.edu.
2. Volunteer Hospitality Room: Directors 2, Third Floor, Hilton Minneapolis
3. Registration and Solutions Desk: Third Floor, Hilton Minneapolis. "Solutions Desk" is the section of the DEC Registration Area where DEC staff can be contacted most any time.

**If you have problems or questions, please contact DEC Staff at the
Registration and Solutions Desk.**

Thanks!