

REGISTRATION DESK VOLUNTEER RESPONSIBILITIES

Volunteer Role: To warmly greet and assist conference attendees, volunteers, session speakers, and others.

Specific duties include:

1. Barb Boggs, GPA Events & Volunteer Relations Manager, and Alicia Cook, GPA Accountant, are the Registration Desk supervisors. There could also be another GPA staff member or GPA Board member working at the desk. One of them will be at the desk at all times during registration hours.
2. For registration, you will give each conference attendee an already prepared nametag which will have their tickets, ribbons, etc., “stuffed” in the badge. Some individuals may have a “ticket” for the latest version of the GPA Journal. You will collect their “ticket” and give them a copy of the Journal. Some individuals may also have a “ticket” for a speaker’s gift. Collect the ticket and give them the gift.
3. Session presenters may check in at the registration desk. If they do stop by the desk, you will inform them of the location of their workshop and ask if they need any assistance. Each presenter also receives a gift from GPA and will need to provide their “ticket” in order to receive the gift from you at registration.
4. Featured speakers and other VIPs will also check in at the registration desk. A daily list of these individuals with pictures will be posted for your reference. Please direct them to Barb or other GPA Staff or Board Member to assist.
5. Assist with setting up and keeping items stocked as needed.
6. Other administrative duties as the need arise.
7. **All money including credit cards will be handled by the GPA staff or GPA Board Member.**
8. If you are scheduled for a last shift of the day slot, you will assist in putting away and securing conference materials from this area.

Thank you for agreeing to serve at the Registration Desk. We sincerely appreciate the time you have volunteered to work at our conference. Without the efforts of the volunteers, we would not be able to have a successful conference!