



Set-up Volunteers – Day Before

Time Commitment: Afternoon/evening before conference. Usually 2-3 hours.

Who: This role can be filled by anyone wanting to contribute to the conference.

Role: Stuff goodie bags, place break-out session and bathroom signs, place inside banners, test A/V (if possible).
The more that can be set-up the night before, the less needs to be done the morning of!

Set-up Volunteers – Day Of

Time Commitment: 7:00/7:30 – 8:00 AM

Who: The most efficient use of these volunteers is to have this role filled by women who are filling a morning volunteer role (check-in, morning escort, etc).

Role: Put up out-side banners, balloons & directional signs. Test A/V, queue team heroine slideshow, put out goodie bags & t-shirts. Set up check-in & photo booth.

Emcee

Time Commitment: 8:30 AM – 3:30 PM

Who: Preferably a woman related to the Women's Foundation of Arkansas Board of Directors and/or Girls of Promise State or Local Committee

Role: Emcee Morning, Keynote and Closing General Sessions as well as Speaker Extravaganza.

Note: It is preferred that the Emcee be present on campus throughout the entire conference.

Volunteer Coordinator

Time Commitment:

Afternoon/evening before conference: Usually 2-3 hours.

Day of Conference: 7:00/7:30 AM – 4:00 PM

Who: Preferably a member of the Volunteer Sub-committee

Role: Check all volunteers in and out both during the pre-conference set-up and the day of the conference. Help volunteers get started in their roles and answer any questions that they have. Keep schedule on track. Make sure nothing falls through the cracks – i.e. signs are placed, team photos are printed, outside balloons/signs are collected. Greet Campus Representative, Inspirational Speaker and Keynote Speaker.

Team Leader Coordinator

Time Commitment:

Team Leader Training Session: Usually 5:00 – 6:00 pm the Friday before the conference

Day of Conference: 7:00/7:30 AM – 4:00 PM

Who: Preferably a woman on the Volunteer Sub-committee

Role: Ensure all Team Leaders check-in and -out. Lead Team Leader training session. Keep track of clipboards, signs, bags, etc. Fill in for an absent Team Leader if necessary.

Team Leaders

Time Commitment:

Team Leader Training Session: Usually 5:00 – 6:00 pm the Friday before the conference

Day of Conference: 7:00/7:30 AM – 4:00 PM

Who: Many of the girls who attend Girls of Promise do not have a parent who has graduated from college. The Team Leader role was created to help girls envision themselves transition from 8th grade to a successful career and is preferably filled by women college/graduate students in STEM fields.



Role: Each Team Leader will help ensure that the conference is a fun & safe learning environment for 10-12 girls from check-in to dismissal. Team Leaders will be provided with warm-ups, team building activities, and reflection activities to use throughout the day.

Assistant Team Leaders - OPTIONAL

Time Commitment: 7:00/7:30 AM – 4:00 PM

Who: Preferably women college/graduate students in STEM fields or Girls of Promise alumnae.

Role: Assist Team Leaders throughout day, help keep team on schedule, help ensure all surveys are completed and turned in.

Break-out Session Speaker Coordinator - OPTIONAL

Time Commitment: 8:45 AM – 2:45 PM

Who: Preferably a woman on the Program Sub-committee

Role: Serve as “point” for all Break-out Session Speakers on the day of the conference. Check-in and -out Break-out Session Speakers, ensure that room and A/V needs are met, assist in setting up Speaker Extravaganza, ensure speakers complete appropriate survey.

Break-out Session Speakers

Time Commitment:

Pre-conference Preparation

Day of Conference: 9:00 AM—2:30 PM

Who: Many of the girls who attend Girls of Promise cannot identify one woman in their community with a career in a STEM related field – and the majority of those who do can often only identify their math and science teachers. Break-out Session Speakers are local women established in STEM career fields who represent a possible future that most participants could not have otherwise envisioned possible.

Role: Break-out Session Speakers share their wisdom and facilitate a hands-on activity in four 45-minute small-group (10-12 girls) sessions and host a table in a “Speaker Extravaganza” similar to a career day experience.

Pre-conference Preparation: Speakers complete interviews regarding her session and, specifically, hands-on component before the conference. The local Volunteer Coordinator will be able to help by answering any questions. Sample session scheduled and hands-on components provided.

Survey Volunteers

Time Commitment: 9:00 AM – 3:30 PM

Who: This role can be filled by anyone wanting to contribute to the conference who have basic computer skills.

Role: Survey Volunteers collect morning surveys & reflection surveys, hand out surveys as girls enter break-out sessions and collect as they exit. While not collecting or handing out surveys, Survey Volunteers enter survey responses into a simple computer program.

Photographers

Time Commitment: As available, preferably 9:00 AM – 3:30 PM

Who: It is preferred that this role is filled by professional or amateur photographers – someone with an “eye” and a digital camera.

Role: Photographers capture the essence of Girls of Promise with shots of speakers, girls participating, and other interactive photo opportunities in rooms without the best lighting. After the conference, photographers provide both the local committee and WFA with copies of all photos on a disc or USB drive labeled with her/his name.

Use of photos: The WFA will take all possible measure to give photo credit when using photos online, printed, in informational materials, etc.



Videographers

Time Commitment: As available, preferably 9:00 AM – 3:30 PM

Who: It is preferred that full- or part-time professional videographers fill this position.

Role: Videographers capture the essence of Girls of Promise with clips from keynote speakers, break-out sessions, participants “live” reactions and short volunteer interviews. After the conference, videographers provide both the local committee and WFA with video footage from the event. Videographers are encouraged, but not required to cut/edit video footage or even make a short video.

Use of video: The WFA will take all possible measure to give credit to the videographer when using footage online, at events, etc.

Check-in Volunteers

Time Commitment: 7:45 – 9:00 AM

Who: This role can be filled by anyone wanting to contribute to the conference.

Role: Check-in Volunteer duties include ensuring an orderly check-in process, highlighting girls’ names as they check-in, hand girls pre-conference survey & team heroine sheet, check-in chaperones, provide chaperones with team assignment & morning information.

Morning Escorts

Time Commitment: 7:30 – 9:00 AM

Who: This role is can be filled by anyone wanting to contribute to the conference.

Role: Escort girls from check-in to get goodie bags, t-shirt and breakfast and deliver them to their team leaders. The escort’s main purpose is to ensure that girls arrive to the team assignments they receive at check-in.

Goodie, T-shirt & Breakfast Table Volunteers

Time Commitment: 7:30 – 9:00 AM

Who: This role can be filled by anyone wanting to contribute to the conference.

Role: Ensure that each girl receives a goodie bag, t-shirt and breakfast. Invite chaperones to take a goodie bag and breakfast, but ask them to let the girls have “first choice” of t-shirt sizes by waiting until the Morning General Session begins to take theirs.

Campus Speaker

Time Commitment: 9:00 – 9:30 AM

Who: This position can be filled by any person, preferably a woman, who is employed by the campus partner. This position has been filled by recruitment department personel and college presidents.

Role: The Campus Representative will have 15 minutes in the Morning General Session to welcome girls to campus and encourage them to pursue a college-bound path. The Campus Representative is encouraged to hand out & collect recruitment cards.

Inspirational Speaker

Time Commitment: 11:20 AM – 12:00 PM

Who: First Lady Ginger Beebe has been invited to be the “Inspirational Speaker” at each Girls of Promise Conference since 2007 and has attended all but two conferences to date. The WFA office works with Mrs. Beebe’s schedule and will inform the Local Committee if she will not be available. If Mrs. Beebe is not available, this position may be filled by another high-level Arkansas woman role-model.

Role: The Inspirational Speaker has 10 minutes to address all participants about their wide-open futures.



Keynote Speaker

Time Commitment: 11:20 AM – 12:00 PM

Who: This position may be filled by a high-level woman who works in a STEM career field and has an engaging story. Arkansas ties are not required.

Role: The Keynote Speaker has 25 minutes (including Q&A) to address all participants regarding her career and path in life.

Lunch Assistants – OPTIONAL

Time Commitment: 12:00 – 12:30 PM

Who: This role can be filled by anyone wanting to contribute to the conference.

Role: Assist in the set-up, serving and clean-up of lunch.

Photo Booth Volunteers

Time Commitment: 12:00 – 12:30 PM *Min. one volunteer stay until 2:00 PM*

Who: This role can be filled by anyone wanting to contribute to the conference with the stipulation that one of these volunteers must be blessed with the “eye” for good photos and a digital camera.

Role: Photo Booth Volunteers take a “lovely” and a “silly” team photo of each team of girls during lunch. Photo Booth Volunteers ensure that 1) the team sign is visible in the photos and that 2) these photos convey the excitement of Girls of Promise. One Photo Booth Volunteer is responsible for getting copies of one team photo for each girl, team leader & chaperone printed at a 1-hour photo place.

Clean-up Volunteers

Time Commitment: 2:30 – 4:00 PM

Who: The most efficient use of these volunteers is to have this role filled by women who are filling other volunteer roles throughout the day.

Role: Take down all signs, banners, balloons, etc. Throw away trash and pack WFA banners & signs as well as all extra t-shirts, programs, goodie bags in appropriate vehicle. Pack up all Local Committee USB drives, CDs, DVDs, extra surveys, etc., into appointed vehicle.