

Adult Children of Alcoholics Convention Planning Committee Volunteer Application

We appreciate you taking the time to fill out this application. The information you provide will assist us in placing you in an appropriate volunteer opportunity that will match your skills and interests.

PLEASE PRINT CLEARLY. Thank you.

General Information

Name: _____ Preferred Name: _____

Mailing Address: _____ Zip Code: _____

Telephone: Home - _____ Best time to call: _____

Work - _____ Best time to call: _____

Cell - _____ E-mail: _____

Person to contact in case of an emergency: _____ Phone: _____

Previous Volunteer Experience (overall) : _____

What prompted you to become involved with the ACA Convention Planning Committee?

In what capacity would you like to serve with the ACA Convention?

Please check the appropriate box(es).

- Planning Committee (general oversight, planning and policy making for the convention)
- Committee Coordinator (i.e., chairman) Which committee of interest? _____

Note: Some committee's may already have a chairman.

o Current Standing Committees:

- Registration Committee (primarily responsible for event registration matters)
- Facilities Committee (primarily responsible for hotel and catering accommodations)
- Program Committee (primarily responsible for the convention program of events)
- Volunteer Committee (primarily responsible for recruiting and managing volunteers)
- Outreach Committee (primarily responsible for marketing the convention)
- Web Design and Maintenance Committee (responsible for website operations)
- Decoration and Signage Committee (as indicated)
- Ancillary Services Committee (Scholarship, A/V, Raffle, etc.,)

- Member of a committee? Which committee? _____
- Volunteer support at convention?
- Workshop Leader (presenter)?
- ACA meeting group leader

Experience (work, school, volunteer) related to 12-step service work: _____

Experience related to hosting a convention or other special events: _____

Skills and Abilities

Please indicate which skills and abilities you would be interested in sharing with us.

- Event Outreach
- Web design and maintenance
- Leadership Experience
- Computer skills
- Data entry
- Decorations
- Greeter/Host/Hostess
- Internet research
- Mail-outs
- Phone-outs
- Audio/visual knowledge and experience: I have access to equipment yes ___ no ___
- Form design
- Public speaking
- Publishing, newsletters, posters, flyers, etc.
- Reception oversight
- Selling raffle tickets
- Soliciting cash and in-kind donations

- Special events: managing
- Special Events: set-up & tear-down
- Special Events: operation
- Training other volunteers
- Volunteer recruitment

Other (please specify): _____

Areas of Interest

If possible, please indicate which opportunities you are most interested in:

Direct Support

- Convention Outreach
 - Telephone?
 - Direct Mail?
 - Internet communications
- Event Registration (Data Management)
- Event Registration (at the convention)
- Event Planning
- Volunteer Recruitment and Management
- Speaker's Bureau and Meeting Leader Recruitment
- Convention (Event) Planning
- Catering and sleeping room accommodations
- Publication design
- Preparing meeting minutes and other historical documents
- Hospitality Suite (greeters)
- Web design and maintenance
- Clerical Support
- Workshop Presenter

Once completed, please give it to a member of the Convention Planning Committee in person if possible. If not, please scan and email or complete the form in Word, save to file and email to chair@acaconvention.org.

Thank you for your interest in helping to plan the 2015 ACA Convention. We will review your application and compare it with openings that we currently have available. Once a match has been found we will contact you via telephone or email. The process should take me no more than 30 days.