



27th Annual Arizona Indian Council on Aging Conference “Tribal Elders Unite”
October 9 & 10, 2017 | We-Ko-Pa Resort & Conference Center | Fountain Hill, Arizona

VOLUNTEER APPLICATION FORM

Name: _____

Title: _____

Organization: _____

Contact Number: _____

E-Mail Address: _____

Please select event(s) you prefer to volunteer for (refer to volunteer duties and responsibilities for more information):

- Conference Bagging
- Conference Registration
- Social Activity
- Runner for Door Prizes/Raffles
- Opening Session
- Workshop Moderator
- Elder and Sponsorship Recognition
- Closing Session
- Volunteer where needed

** Please understand that we may ask you to assist with other event*



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Inter Tribal Council of Arizona, Inc., Area Agency on Aging Region 8 Waiver Agreement

In consideration of my being accepted into this event, I, _____,
(print name) the undersigned, intending to be legally bound, do hereby, for myself, my
heirs, my personal representatives and assigns, waive, release, and forever discharge any
and all rights and claims for damages which I may have or may hereafter occur to me
against the Inter Tribal Council of Arizona, Inc., Area Agency on Aging, Region 8, the
We-Ko-Pa Resort & Conference Center, the Arizona Indian Council on Aging,
committees, volunteers, or any agents, representatives, successors and/or any other
corporation or individuals associated with the event, from any and all damages, claims,
injuries or actions sustained or suffered in connection with my association or entry in or
arising out of my participation in said conference. I attest and verify that I have full
knowledge of the risks involved and that I am physically able to participate in this
conference.

Photo Disclaimer: By virtue of my signature, I authorize ITCA-AAA, Region 8, and
AICOA, to use any photographic image taken of me during the AICOA Conference for
any future publications.

Name (Print): _____

Signature: _____ Date: _____

Volunteer Application Forms are due to
Inter Tribal Council of Arizona, Inc. by **Friday, September 23, 2017.**

Application forms can be submitted via fax or mail to:

Inter Tribal Council of Arizona, Inc.

ATTN: Stephanie Barehand

2214 North Central Avenue, Suite 100, Phoenix, Arizona 85004

Phone: (602) 258-4822/Fax: (602) 258-4825

E-Mail: Stephanie.Barehand@itcaonline.com

We THANK YOU for volunteering your time & efforts!



Volunteer Duties & Responsibilities

Each volunteer must attend the mandatory orientation. The mandatory orientation will review the layout of the conference and reiterate the assigned duties of each volunteer. Each volunteer will be given specialized badges to indicate your status as a “Volunteer.” Volunteers are encouraged to arrive at least 15 minutes prior to the start of your assigned event or duty.

Inter Tribal Council of Arizona, Inc. reserves the right to limit the number of volunteers. A Certificate of Appreciation will be given to volunteers. Please read below for more information concerning the duties assigned.

- Conference Bags Preparation—Assist ITCA Staff with the assembly of conference bags by placing promotional items and conference information or handouts in each bag. Conference bagging will take place on **October 6, 2017** at the Inter Tribal Council of Arizona, Inc., 2214 N. Central Ave., Suite 100, Phoenix, AZ 85004, in **Conference Room 1**.
- Social Activity—Help with this event by passing out handouts, ushering in participants, or providing information.
- Runner for Door Prizes / Raffle - Assist with presenter gifts, door prizes and raffle items to be taken from designated office to Plenary Session and Workshops
- Conference Registration— Assist participants with conference registration by getting their badges, bags and sign in.
- Opening Session—Help usher in conference participants and pass out handouts.
- Workshop Moderator—Assist workshop presenters by introducing presenter (bio will be provided), passing out any handouts, distributing and collecting evaluation forms. Meet at Help Desk to get your moderator packets.
- Elder & Sponsorship Recognition Luncheon—Help ITCA Staff facilitate the luncheon by ushering in conference participants and helping with the setup of the awards or handing out the awards.
- Closing Session—Help usher in conference participants and pass out handouts.