

2018 ADL National Conference “Deeper Still ”
April 19 – 22, 2018
Call for Sacred Service / Volunteer

1. Name: _____ Chapel: _____
Address: _____
City, State/Province, Zip: _____
Phone: _____ Email: _____

2. **Sacred Service / Volunteer Choice** (descriptions below)

- | | |
|---|--|
| <input type="checkbox"/> Hospitality Committee | <input type="checkbox"/> Program Committee |
| <input type="checkbox"/> Registration Committee | <input type="checkbox"/> Marketing Committee |
| <input type="checkbox"/> Volunteer Committee | <input type="checkbox"/> Music/Performing Arts Committee |

3. What special or unique skills do you possess that will enhance your selection above?

4. When will you be arriving and staying during the 2018 ADL National Conference?

- | | |
|---|--|
| <input type="checkbox"/> Friday and Saturday only | <input type="checkbox"/> Thursday afternoon through Sunday afternoon |
| <input type="checkbox"/> Friday, Saturday, and Sunday morning | <input type="checkbox"/> As long as my service is required |

5. Yes / No I would be available for telephone or internet Conference Committee meetings once or twice a month.

All submissions by regular mail or email will need to be **received** no later than **December 31, 2017** to

Rev. Dallas Teague Snider, Program Chair
ADL 2018 Sacred Service / Volunteers
3584 Shandwick Place
Birmingham, AL 35242
Email: dallas@dallasteague.com (Please include “Sacred Service/Volunteers” in the Subject line)

Sacred Service / Volunteer Opportunities

Below are descriptions of many of the sacred service volunteer opportunities associated with the ADL National Conference. Each conference is unique and each offers special sacred service and volunteer opportunities; those listed below are some typically needed tasks, but the list is not comprehensive.

Program Committee

- Working with the ADL National Conference Chair
- Responsible for the Conference agenda
- Assisting in implementing the program as it is presented, including keeping events on schedule, supplying presenters with any information or materials they may require, etc.
- Responsible for thank-you gifts/certificates for presenters and volunteers

Registration Committee

- Being the “welcoming” face of the conference, assisting attendees as they arrive
- Responsible for the creation of the Conference Registration form, based on provided budget
- Responsible for working with the ADL National in collection of registration forms and payment
- Arranging roommates as requested
- Registering conference attendees at the beginning of the conference, including nametags, packets, etc.

Volunteer Committee

- Responsible for recruiting and scheduling volunteers for the conference
- Responsible for making the Sacred Service / Volunteer forms available
- Responsible for coordinating with other Conference Committee Chairs on needs
- Responsible for reviewing Conference Scholarship Voucher requests and selecting awardees based on information provided by ADL National Conference Chair
- Responsible for assisting attendees with directions, materials, or other help as needed
- Responsible for reporting any discrepancies, accidents, complaints, etc. to the Conference Chair

Marketing Committee

- Coordinate with the Program Chair to promote the conference
- Coordinate with ADL National Office in preparing and providing information for dissemination through ADL-managed media outlets (e-News, web site, Facebook, etc.,)
- Coordinate with community media to promote the conference at conference location

Vendor Committee

- Responsible for making the Vendor forms available
- Responsible for working with the ADL National in collection of Vendor forms and payment
- Responsible for working with Vendors during the conference, making sure they get set up and have what they requested and paid for.