



68th Midwest Fish and Wildlife Conference BE THE CHANGE • MANAGE LOCALLY CONSERVE GLOBALLY

Madison, Wisconsin
December 9-12 2007

Volunteer Coordination

Jamie Nack

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Responsibilities: The Volunteer Committee recruits and schedules volunteers for on-site conference needs (i.e. registration, session rooms, speaker preview room, conference office).

Timeline:

- The committee was made up of one chair, who handled advertising, scheduling, and communications with the volunteers.
- \$3,500 was budgeted for volunteer reimbursement.
- Volunteers received a long-sleeve conference t-shirt.
- A “Call for Volunteers” document including an application was developed (Appendix 10). The application requested contact information and asked the applicant to indicate the duties they were interested in, times available, and whether they wanted to be considered for reimbursement. Applications were due October 15th.
- Volunteer soliciting began in April with the first “Call for Volunteers”. The second “Call for Volunteers” was sent in September. The following is a list of the advertising outlets:
 - Midwest Fish and Wildlife Conference (MFWC) Website
 - MFWC Steering Committee
 - DNR Wildlife Management, Fisheries Management, Endangered Resources, Integrated Science Services
 - USDA APHIS Wildlife Services
 - US Fish & Wildlife Service
 - Natural Resources Conservation Service
 - List of interested volunteers
 - Wildlife-related Contacts:
 - North Central Section of TWS newsletter
 - Wisconsin Chapter TWS newsletter
 - UW-Stevens Point Student Chapter, Graduate Students, and Faculty

- UW-Madison Student Chapter, faculty, grads, undergrads
 - Northland College
- Fisheries-related Contacts:
 - North Central Division AFS newsletter
 - Wisconsin Chapter AFS newsletter
 - Wisconsin Chapter AFS (student) members
 - UW-Stevens Point Student sub-unit
 - UW-Madison, Center for Limnology (faculty, grads, undergrads)
 - Northland College Student sub-unit
- In October, a “draft” schedule of volunteer needs (by day, time, number of people, and duties) was compiled. The schedule was circulated to the arrangement committee members who were asked to review it and notify the volunteer committee of any additional volunteer needs.
- A spreadsheet was developed to keep track of Volunteer Assignments (Appendix 11), and the Volunteer Schedule (Appendix 12) was printed and names of volunteers were entered.
- Volunteers were contacted via e-mail at six weeks and one week out from the conference. Each time, a revised schedule of Volunteer Assignments and a document outlining Job Duties and Training Times (Appendix 13) were attached.
- For those volunteers who could not attend the formal training sessions (for the conference store, registration, session rooms, and speaker preview room), we arranged times throughout the conference for them to be trained.
- Registration: All volunteers were required to be registered for the conference. However, volunteers who were not participating in any conference activities (only there to help) had their registration waived. We had 8 volunteers who had their registration costs waived; primarily students and office staff who did not have time to attend conference events.

Volunteer Reimbursement Eligibility and Criteria:

- Reimbursement was only available to those individuals who were not receiving support from their employer or educational institution.
- Reimbursements were paid to eligible volunteers based on hours worked at the rate of \$8.00/hour.
- Reimbursement checks were issued at the conference upon completion of the volunteer hours.

Summary:

We had a total of 62 volunteers not including the Arrangement Committee members that helped during the conference. The 62 volunteers included 35 professionals, 24 students, and 3 retirees. Twenty-two volunteers received reimbursement and 40 did not request reimbursement. Reimbursements totaled \$1,340 (much less than what we budgeted).

The following is a breakdown of t-shirts ordered and what we dispersed to volunteers.

Size	Quantity Ordered	Quantity Used
Small	4	4
Medium	24	18
Large	34	24
Extra Large	8	16
Double Extra Large	0	0
Total	70	62

Appendix 10. Call for Volunteers



CALL FOR VOLUNTEERS!!!

**68th Midwest Fish and Wildlife Conference
December 9-12, 2007 in Madison, WI**

<http://midwest.ncd-afs.org>

The Conference Steering Committee is looking for eager volunteers willing to devote their time and talents to assist in hosting the 68th Midwest Fish and Wildlife Conference at the Monona Terrace Convention Center in Madison. The conference is an excellent opportunity to meet and interact with professionals and prospective, future employers in the natural resources field. Scientific papers from the Midwest will be featured. The Conference theme is **“Be The Change: Manage Locally, Conserve Globally”**. Mahatma Gandhi’s “You must be the change you want to see in the world” was a call for local, individual action to make a difference. Help make a difference by volunteering!

Volunteer Information:

- Responsibilities assigned to each volunteer must take priority over any and all other commitments at the time of the Conference.
- Volunteers must register to attend the conference (early registration deadline is November 9).
- Volunteers must be able to commit to a minimum of 4 hours of service.
- Volunteers will receive a FREE long-sleeved, sustainably-made, cotton conference t-shirt.
- Volunteers may be eligible to receive \$8.00/hour of service. Payment is intended to offset expenses (i.e. registration, lodging, meals, parking) for volunteers not receiving full support from their employer or educational institution for attending the conference. As a volunteer you may decline payment. Volunteers with the means to pay for their own expenses are encouraged to decline payment. Payment will be made to eligible volunteers in the following order of priority, until the budget is spent:
 - 1) Students
 - 2) Retirees
 - 3) Professionals without financial support.

Checks for payment will be distributed during the conference or shortly thereafter. Payments to volunteers will be limited to a first come, first served basis until all required volunteer time slots are filled and/or the available budget is obligated or encumbered.

- Interested volunteers should fill out the attached Volunteer Application form and return it by October 15th Jamie Nack. Volunteers will be notified of their assignments via e-mail or phone. We encourage you to submit your volunteer application ASAP. Please direct any questions to Jamie Nack at (608) 265-8264 or jlack@wisc.edu. **Thank You!!**

Sincerely,

Jamie Nack (Chair, Volunteer Committee)



VOLUNTEER APPLICATION

**68th Midwest Fish and Wildlife Conference
December 9-12, 2007 in Madison, WI**

NAME: _____ E-MAIL: _____

ADDRESS: _____

PHONE (home): _____ PHONE

(work): _____

Indicate your status (student, retiree, professional, etc.): _____

TIME SLOTS: all work schedules for volunteers will be arranged into 4 to 6 hour time slots. To facilitate scheduling, please designate entire time slots in which you are available to work. Volunteers are asked to work a minimum of 8 hours (2 time slots). In the table below, please indicate with the word **NO** the time slots when you are **not** available to volunteer.

	Sunday Dec. 9	Monday Dec. 10	Tuesday Dec. 11	Wednesday Dec. 12
Morning				
Afternoon				

How many total hours would you like to volunteer? _____

Please put an **X** next to the following activities for which you would be willing to volunteer. We will try to accommodate your wishes but the majority of the volunteer work is as a session room a/v monitor. Leave blank if you have no preference.

Session room a/v monitor
 Registration desk
 Speaker preview room

Do you wish to receive payment if eligible? Yes or No If yes, please sign the following statement:

Please consider this my application to receive payment for volunteering at the 68th Midwest Fish and Wildlife Conference. I will not be receiving full support from my employer or educational institution. I understand that payment for volunteers will be limited to a first come, first served basis until all required volunteer time slots are filled and/or the available reimbursement budget is obligated or encumbered.

Signature of Volunteer

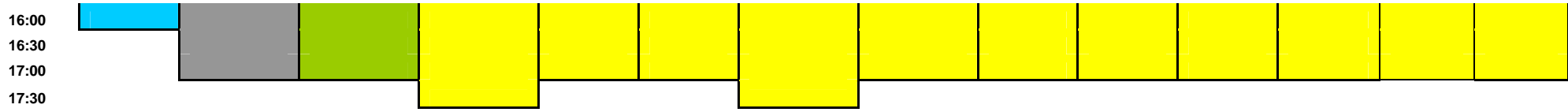
Date

Please return completed Volunteer Application to Jamie Nack by October 15th:

Jamie Nack
UW – Madison, Dept. of Wildlife Ecology
1630 Linden Drive, 211 Russell Labs
Madison, WI 53706-1598
Phone: (608) 265-8264, Fax: (608) 262-6099, E-mail: jlnack@wisc.edu

Appendix 11. Volunteer Assignments (Example of spreadsheet set-up)

No.	First Name	Last Name	E-mail	State	Activates Scheduled	Total # of Hours	Student (S) Retiree (R) Professional (P)	Reimburs. Y/N	Reimburs. Amt.	Schedule Conf.	T-shirt Recd.	Reimburs. Recd.
57	Kristi			NY	Session Room - Mon. 1:20pm-5:00pm, Fish Habitat Partnerships, Tues. 1-4:30pm	7.5	S	N	na	11/28	L	na
38	Bruce			WI	Registration - Mon. 7:00am-12:00pm	5	P	N	na	10/31	L	na
15	Barb			WI	Registration - Mon. 7:00am-12:00pm	5	P	N	na	11/28	M	na
16	Jennifer			WI	Session Room - Tues. 1:20pm-5:20pm, Speaker Preview - Wed. 7:00am-12:00pm	9	S	Y	\$72.00	10/31	XL	Paid
58	Heather			WI	Session Room - Mon. 1:20pm-5:00pm	4	S	Y	\$32.00	11/28	XL	Paid
17	Kay			WI	Registration - Sun. 7:30am-12:30pm	5	P	N	na	10/31	M	na
28	Brian			WI	Session Room - Wed. 8:10am-12:00pm	4	P	N	na	11/2	L	na
47	Casey			WI	Student Fair - Mon. 6:30pm-8:30pm	2	S	N	na	10/24	L	na
54	Jason			MI	Speaker Preview - Wed. 7:00am-12:00pm	5	S	N	na	11/26	L	na



Appendix 13. Job Duties and Training Times

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Volunteer Responsibilities and Training Times

(All training sessions will take place at Monona Terrace)

1. **Session Room AV Monitor and Plenary Session** - Volunteers should attend the audiovisual training session on either Saturday, December 8th from 2-3pm **OR** Monday, December 10th from 2-3 pm. There will be some (but limited) opportunity for one on one training for those that cannot make a training session. If you can't make a training session, you will need to arrive a minimum of 30 minutes before your first assignment to be trained. Responsibilities will include: lights, closing doors, ensuring audiovisual equipment works properly, and assisting the session moderators.
2. **AV Check-in/Speaker Preview Room** - Volunteers should attend the audiovisual training session on either Saturday, December 8th from 2-3pm **OR** Monday, December 10th from 2-3 pm. There will be some (but limited) opportunity for one on one training for those that cannot make a training session. If you can't make a training session, you will need to arrive a minimum of 30 minutes before your first assignment to be trained. Responsibilities will include receiving PowerPoint files from presenters and providing AV support for speakers who are reviewing their presentations.
3. **Registration Desk** – Volunteers should arrive a minimum of 30 minutes prior to your first assignment for training (**the Saturday registration training session has been cancelled**). Responsibilities will include providing registration packages to participants, collecting conference fees, handing out name tags, and answering questions.
4. **Conference Office/Volunteer Check-in** - No additional training needed. Responsibilities will include answering questions, checking in volunteers, and other miscellaneous tasks as needed.
5. **Natural Resource Employment and Graduate Opportunities Fair (Student Fair)** - No additional training needed. Responsibilities will include helping at the door, answering questions, and other miscellaneous tasks.