

## Mandatory Volunteer Form

*We need you to volunteer!* **It is MANDATORY that each participating district or nonpublic school provide at least one volunteer per three students (i.e. 1-3 students = 1 volunteer, 4-6 students = 2 volunteers) to ensure adequate support for the conference. If you do not provide at least one volunteer per three students, the student(s) will not be able to attend the conference.**

Please volunteer to spend Saturday, May 16, 2020, in Bloomington-Normal, Illinois, and help make the 46th Annual Illinois Statewide Young Authors' Conference the best one yet! CEU's are available!

The Volunteer Form is due to Dr. Sue Anderson by April 11, 2020.

**THE FORM IS FOUND ON PAGE 8 OF THESE GUIDELINES!**

## Volunteer Job Descriptions

Volunteers at the Young Authors' Conference are very valuable. Every job is easy and fun, and we look forward to your participation on May 16, 2020. Below you will find volunteer job descriptions for the Conference:

- **Group Facilitators** meet with groups of children. This is similar to managing a group of children on a field trip. They plan a get-acquainted activity, allow children to read their stories to each other, and escort children to the panel discussion, to lunch, and to visit with an author. Extra CEU's for this position!
- **Author Escorts** are provided with a building map so that they can escort authors to several different locations during the day and to lunch. You will be eating lunch with your Author. An Author Escort is asked to meet with his/her author on Friday evening at the reception.
- **Flexible Volunteers** agree to work where they are most needed the day of the conference. They may be asked to assist a Hallway Representative, to act as a co-facilitator, to assist at lunchtime, or to provide general assistance around campus.
- **Hallway Representatives** are responsible for a Hallway area of students and their volunteers. They walk the groups to their hallway rooms after the Opening Ceremony and are a resource for Group Facilitators in their hallways. They also run the Closing Ceremony for their grade levels and facilitate the author panels in the afternoon.

### Additional Information

- **Reception:** To show our appreciation to volunteers, a special reception and book signing with the authors will be held on Friday evening at 7:00. Additional information, as well as the RSVP form for this event, will be included in the mailing that confirms each volunteer assignment. Look for them in early May.
- **CEU's:** Three CEU's will be available for attendance at the reception on Friday evening. Seven CEU's will be available to volunteers on Saturday. Group Facilitators will be awarded two (2) additional CEU's for their preparation time.
  - Saturday's activities commence at 7:30 a.m. NOTE: These will include a mandatory training session. Volunteers with students accompanying them can have students with them at the training. The day's activities generally conclude at approximately 3:00 p.m. Further details of the day's schedule will be provided.

If you have any questions, please contact:

Dr. Sue Anderson  
Phone: 630/988-9833  
E-mail: [anderbrose@aol.com](mailto:anderbrose@aol.com)  
**(E-mail is the preferred method of communication.)**

You can also receive updated information by "liking" us on Facebook at "Illinois Young Author's Conference" or following us on twitter @ilyoungauthor