

VOLUNTEER FORM

2004 Women In Agriculture and Small Business

Help Make 2004 an Even Better Experience for Everyone Involved...Be Part of the Solution

Increase your knowledge of RC&D and contribute to an outstanding conference

Provide services and resources to your community, while keeping conference costs down

Please provide:

Your name: _____

Title and organization/company: _____

Street _____ City _____ State _____ Zip _____

Work telephone: _____ Fax: _____ E-mail: _____

Please tell us which area(s) you would like to assist with:

<input type="checkbox"/> Registration Assist with registration booth; distribute registration materials to pre-registered attendees.	<input type="checkbox"/> Session Monitor Monitor doors, introduce speakers
<input type="checkbox"/> Internal Control Provide information to attendees; answer phones; take messages; type; answer RC&D program questions and logistics questions.	<input type="checkbox"/> Social Events Provide information to participants; help coordinate events, assist with set-up for events
<input type="checkbox"/> Transportation Assist with transportation and arrangement for speakers and VIPs	<input type="checkbox"/> Communications Assist with correspondence, write articles for events, take photographs
<input type="checkbox"/> Sponsor Provide monetary, in-kind or volunteer contributions to next year's conference	<input type="checkbox"/> Speaker Speak/give a presentation at next year's conference concerning a topic in your field of expertise
<input type="checkbox"/> Vendor Set up a display booth during next year's conference	<input type="checkbox"/> Publicity Advertise, promote and send out information

Schedule Confirmation

You will receive a confirmation via e-mail letting you know the dates and times you are scheduled.

Please make sure your e-mail address is included on this form and is printed legibly.

Return This Form to:

Codie Lee, Great Plains RC&D
1505 N. Glenn English
Cordell, OK 73632
580-832-3661 Work

580-832-2434 Fax

SAMPLE