California Unified Program Annual Training Conference

26th Annual California Unified Program Agency (CUPA) Training Conference
February 26-29, 2024
Hyatt Regency Burlingame
San Mateo County

THEME: People, Purpose & Passion: Our Pathway to Success!

www.calcupa.org

ACCREDITING AGENCY
CALIFORNIA CUPA FORUM
www.calcupa.org

2024 SESSION VOLUNTEER INSTRUCTIONS

In order to maintain your scholarship eligibility in the future, all scholarship recipients are required to participate (and be 'checked in') in a Volunteer Assignment. One of the ways to accomplish this requirement is to Volunteer for an In-Session assignment. This will be our 4th year using an attendee's Itinerary for check in/out of their Sessions. **Individuals are responsible to check themselves in/out of their Session using their smart phone, laptop or CUPA Kiosk computer to receive CEUs.** **Your job is to provide the check in/out codes to Session attendees at your Volunteer Session.**

☐ Sign in at the volunteer's station (next to the CUPA Kiosk) 20 minutes prior to the Session for which you are volunteering to review the Attendee Check In/Check Out process, make sure you receive credit for your volunteer hours & receive your volunteer badge.

☐ Volunteers will be provided Check In/Check Out codes on their Itinerary and receive them at the CUPA kiosk volunteer table when 'signing in' to assist Attendees with entering their Check In/Check Out codes at the beginning & end of the Session.

☐ Volunteers will post the **Check-In Code** in large print on the Flip Chart in front of the room **15 minutes** before the <u>start of the Session</u>.

☐ Volunteers will post the **Check-Out Code** in large print on the Flip Chart in front of the room **15 minutes** before the <u>end of the Session</u>.

☐ Some Volunteers must sit near the Session entrance during the entire Session and assist attendees with any questions/Others sit at front to assist speakers/move mic during Q&A.

☐ If there are questions you can't answer, please direct them to the CUPA kiosk volunteer table.

Session ID: _____ Room ID: _____

Check In Code: _____ Check Out Code: _____

Your Name: _____ Signature: _____

Please return this form to the CUPA kiosk, signed, after your Session is completed and return your volunteer badge – please note any suggestions or observations on the back of this sheet. If you have any questions regarding the Check In/Check Out process, please contact our webmaster at webmaster@calcupa.org or call/text Tim at 530.263.8488.