



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

CUPA/PA Scholarship Announcement
*Applications Were Due October 13,
2023 at www.calcupa.org*





VOLUNTEER OPPORTUNITIES

VOLUNTEER during the conference to help with various tasks. Sign up on the [Conference Management System](#) from your individual account by clicking on VOLUNTEER ASSIGNMENTS in the [Scholarship tab](#) and select ONE of the tasks listed below.

Please keep in mind that if you are in a training Session prior to the selected volunteer assignment, you must leave that Session early in order to check in at least 15 minutes prior to your assignment. Volunteer assignments can be confirmed by viewing and/or printing your individual itinerary.

- 1. Presentation/Speaker** – If you are a CUPA/PA scholarship recipient, presenting a Session at the conference counts as meeting your Volunteer requirement. Thank you for being a presenter and sharing your knowledge with others. Speakers are pre-approved and listed on the Conference Agenda – [Speaker Information](#).
- 2. CUPA Kiosk** - [Check in at the CUPA Kiosk](#) - Volunteers help attendees with the calcupa.org website, teach attendees how to add or remove Sessions from their itinerary, view their itinerary, add or delete Sessions and room monitor volunteer assignments, sign up for other volunteer assignments, check attendees check in and check out codes for their Sessions, complete Session Evaluations and the Conference Survey (released on Wednesday at the Conference). Volunteers also explain the pitfalls of creating duplicate accounts and losing their training history.
Times: 7-9am, 9-11am, 11am-1pm, and 1-3pm, 3-5pm, Mon-Thursday.
- 3. Regulators Only Session Security** – [Must check in and out at the Volunteer Desk](#) 15 minutes prior to the start of the Session and check out after the Session. Regulators-Only Session Security monitors the doors on Sessions that can only be attended by CUPA/PA Regulators or are closed Sessions and ask Non-Regulator attendees to find another Session to attend.
Times: As indicated on the program and are subject to change if the overall conference program changes.
- 4. Session Volunteers/Room Monitors** – [Must check in and out at the Volunteer Desk](#) 15 minutes prior to and after the end of the Session. Room monitors provide support to the Session speaker; help them set up and start/end Session on time; help pass the microphone around when there is a question-and-answer period; make sure check in/check out codes are displayed at the front of the room; make sure there is water in the room. May need to go to the Registration Desk during the Session to report any issues with the room or AV needs. To volunteer, first add the Session to your itinerary in your individual account and then click on the green options button and click Volunteer to Monitor. A green checkmark will appear to the right of the Session below the room. If you drop the Session from your itinerary to attend a different Session, please remember to remove yourself as the room monitor by going to your itinerary and clicking on the green checkmark which will remove the assignment from your itinerary.
Times: Runs concurrent with Program Sessions and one assignment fulfills the volunteer requirement.

 <p>California Unified Program Annual Training Conference</p>	<p>California Unified Program Agency (CUPA) Training Conference February 26-29, 2024 Hyatt, Burlingame San Mateo County</p> <p>CUPA/PA Scholarship Announcement Applications Were Due October 13, 2023 at www.calcupa.org</p>	
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5. **Lunch Ticket Takers** – Check in at the Volunteer Desk at 11:30am. Lunch is provided at noon. Volunteers will need to be present throughout lunch to collect lunch tickets. Take lunch tickets from attendees at doors of ballroom and at box lunch tables. Monday – Thursday. Tickets collected are to be returned to the Registration Desk.

6. **Student Mentors** – Approved student mentors provide support for one student at the Conference. Must attend an orientation meeting on Wednesday, February 28, 2024 at the Conference at 7 am at the Student reserved tables near the podium in the ballroom during breakfast.

7. **Sunday Set Up** – Reporting times vary; after checking in, please volunteer for at least two full hours. Volunteers help to assemble conference materials, collate lunch tickets, tie ribbons on speaker gifts, set up the CUPA Kiosk, assemble easels, set out signage and set up for early registration on Sunday evening. Move office downstairs after registration is set up.
Times: First shift starts at 9am and last shift ends at 3pm, Sunday only.

8. **Thursday Tear Down** – Check in at the Volunteer Desk. Reporting times vary slightly; however, after checking in, the person must volunteer for two full hours. Volunteers help to pack up the conference office, breakdown the CUPA Kiosk and easels, pick up all signage, laptops and projectors, and help load the CUPA trailer.
Times: First shift starts at 1pm and last shift ends at 5pm, Thurs only.

If you have any questions regarding the scholarship conditions, please contact CAL CUPA FORUM, Sheryl Baldwin at Sheryl@calcupa.org or 530-676-0815.

Check out the website for current information at www.calcupa.org.