



Volunteer Information Sheet

Contact Information

Name _____

Address _____

City _____ Zip _____

Cell phone _____ Daytime ph. _____

Email _____ Parish _____

Volunteer Task Preferences and Experience

What tasks do you want to help with (please enter the Task Number(s) from the Task Descriptions sheet on the second page of this form):

I want to help from now and including the conference Only during the conference

Did you help with the first Cornerstone Catholic Conference in 2014? Yes No

If so, please describe:

Do you have any experience with organizing other conferences/events? Yes No

If so, please describe:

The Cornerstone Catholic Conference will be held on October 20-21, 2017 in Tacoma.

Jim Thomas • WSSC, 710 9th Avenue, Seattle, WA 98104 • jim@thewscc.org • 206-301-0556

2017 Cornerstone Catholic Conference Volunteer Task Descriptions

Volunteer Tasks	Description
1. Promotion	<ul style="list-style-type: none"> • Publicity/outreach • Flyers & Posters • Print, broadcast & social media
2. Program & Packet	<ul style="list-style-type: none"> • Participant packet and tote bag options • Event evaluation
3. Young Adult Outreach	<ul style="list-style-type: none"> • Publicize to young adults (esp. social media) • YA wraparound events
4. Fundraising	<ul style="list-style-type: none"> • Identify potential sources of funding • Sponsoring organizations
5. Registration	<ul style="list-style-type: none"> • Procedure for handling walk-in registrants • Nametags • Registration check-in process
6. Volunteers	<ul style="list-style-type: none"> • Recruit • Schedule • Communicate • Conduct volunteer orientation prior to conference
7. Liturgy/Prayer Space	<ul style="list-style-type: none"> • Set up decorations on stage • Arrangements before Mass • Confessions (recruit priests; set-up space) • Set up space reserved for quiet prayer
8. Exhibitors (display tables)	<ul style="list-style-type: none"> • Assign locations • Set-up of displays & clean-up • Troubleshoot for exhibitors
9. Hosts for Presenters	<ul style="list-style-type: none"> • Rides to/from airport • Assist presenters with checking in at registration desk and help with anything else they might need