

**Tri-Valley Expanding Your Horizons**  
**VOLUNTEER FORM**  
**Conference date: Saturday, February 27, 2010**  
**Diablo Valley College, San Ramon Campus**

Please provide the information requested below and indicate how you would like to help. If you have flexibility, you may choose more than one committee. We would appreciate your participation for the entire day, but there are some committees that are flexible in scheduling. Please note any time restrictions you may have.

Name:

Phone:

Email:

L-code or M/S or Address:

**WORKSHOP PRESENTER:**

I am willing to be a Workshop Presenter.

As a workshop presenter, you will be expected to:

- Briefly describe background information about yourself (e.g., your education, how you got into your profession, what you do on the job, etc.)
- Provide a hands-on experience or activity for the girls related to your job or profession.
- **Change for 2010 Conference:** There will be one morning and one afternoon workshop, the career panel will be replaced by a special activity during lunchtime.

**CAREER FAIR/ SCIENCE EXPO PRESENTER:**

I am willing to be a Career/Museum Fair presenter.

- Fair presenters talk about their career and education choices, discuss their displays, distribute brochures and freebies, and may advertise their special events.
- Expo presenters may bring scientific demos that run constantly throughout the Expo or at specified times.
- The Career Fair/Science Expo will run during lunchtime only (11 a.m. – 1:00 p.m.).

**PRE-CONFERENCE ACTIVITIES:**

- Friday Night Setup at Facility
- Fundraising
- Any where Needed

**DAY OF CONFERENCE ACTIVITIES:**

- Career Fair Assistance (10:30 a.m. – 1:30 p.m.)
- Facilities (7:30 a.m. – 3:15 p.m. or portions within: please indicate available times)
- Hallway Monitor (8:30 a.m. – 1:30 p.m. or portions within: please indicate available times)
- Registration (8:00 a.m. – 9:00 a.m.)
- Anywhere Needed

**Comments/Work or Time Restrictions:**

**Return to: Yuki Ohashi, Sandia, MS 9042**  
**Email: yohash@sandia.gov**

**Fax to: (925) 294-1459**

## **Pre-Conference:**

### **Friday Night Setup**

Assist in setting up the workshop rooms, checking to make sure all supplies are provided and conference signs are posted.

### **Fundraising**

Contact sponsors for monetary and/or material donations and follow up with thank you letters.

## **Day of Conference:**

### **Workshop Presenter**

Prepare and present hands-on workshop that is fun and interesting and related to math and/or science. All day.

### **Career Fair/Science Expo Presenter**

Fair participants talk with the girls about their career and education choices, discuss their displays, distribute brochures and freebies and may advertise their special events. Lunchtime only.

### **Career Fair/Science Expo Assistance**

General assistance and errand running for the Career Fair/Science Expo. Committee chairs will direct activities as needed. Lunchtime only.

### **Hall Monitors**

Provide directional assistance to students during workshop change periods. Also ensure that students stay within the conference boundaries and non-participants do not enter workshops. Hall Monitors will have busy periods during workshop changes. Feel free to bring a book or other entertainment for downtimes. Some hall monitor stations may be outside, so please dress accordingly. All day or part of the day.

### **Facilities**

Assist presenters with setup and take down of equipment in the rooms. Work involves lifting, pushing carts, and lots of walking. All day or part of the day.

### **Registration**

Distribute registration packets to students during morning registration. Morning only.