

AAW Symposium

Abbreviated Lead  
Volunteer Guide &  
Instructions

## **SYMPOSIUM LOCAL LEAD**

### **Goal:**

Provide communication, organization and coordination between the AAW Symposium Chair, AAW National Volunteer coordinator, Local Leads, AAW Board Members, and AAW Staff. Symposium Local Lead is the key local person for Symposium planning and execution. Communication to the local convention center project manager should be routed through the AAW Meeting Planner. This is a local position, designated by the Board President and Symposium Lead of the AAW Board. They will be the primary contact for AAW Staff, coordinators. Primary direction for the Symposium Local Lead is by the AAW Symposium Chair (AAW Board Member). The Symposium Local Lead is usually identified and recruited up to two years in advance of the Symposium as one of the early steps in selecting locations for future Symposia. Potential candidates for this position may be asked to provide the AAW Board with preliminary information such as number of local chapter members, information on conference center and hotel resources, and other information needed for advance planning.

### **Responsibilities:**

- Recruit and designate all Committee Lead positions.
- Local Volunteer Lead should be selected very early in the planning process and help with recruiting needed Leads
- Work with the Local Shipping Lead early in the year to select a secure location for receiving the exhibits, lathes, AAW supplies, and other required items that cannot be shipped directly to the convention center.
- Monitor and support key goals and tasks of individual Lead.
- Act as a “single point of contact” to AAW Staff and Board to receive unplanned requests, assign actions to the appropriate Lead, and report back to the AAW requestor.
- Establish direct working relationships with the AAW Symposium Lead. Use this relationship to interface with AAW and local committees on issues involving access, delivery, specific space and furniture requirements, and other local issues as they surface.
- Arrange for local transportation of equipment, supplies, and exhibits that are shipped to the Receiving Location. Arrange dates and times for all items to be delivered to the Symposium location in advance of Symposium dates. Includes temporary rental of trucks, securing packing materials, and other items not anticipated in advance.
- Coordinate with the Leads in receiving items need for them, Packet Stuffing, Instant Gallery, Youth Equipment, Demonstrator Equipment, and Wood & Materials.

- Make the final decision regarding distribution of raffle proceeds, after the Symposium is over and pending accounts have been settled.
- The person selected to be the Symposium Local Lead should attend the prior year symposium, establish a relationship with AAW Symposium Chair for that year and observe symposium operations.
- AAW Executive Director and the Symposium Planning Committee Lead will be the direct, on-going contacts with this position.
- The Symposium Local Lead should participate in all Symposium Planning conference calls after the beginning of the year of the Symposium.
- Provide periodic email updates on progress and events to AAW Symposium Chair, the Symposium Planning Committee.

### **AAW National Volunteer Coordinator**

- Based on over all committee needs, volunteer experience and preference, and other factors, the AAW Volunteer Coordinator will help recruit and assign volunteers to areas in each committee and coordinate with all Leads regarding the assignments.
- Work with the Local Volunteer Lead, who takes the lead in identifying volunteers from local host chapters, family and friends.
- Work with AAW Program Director to recruit non-local volunteers from registration lists, prior volunteers and SignUp Genius.
- Maintain a point of contact with all people who are identified during the on-site registration process and provide potential volunteers with information relating to volunteer assignments.
- Maintain a database of all volunteer assignments to be used prior to and during the symposium.
- Periodically report to the AAW Symposium Chair and others as needed on the status of volunteer identification and recruitment.

### **Responsibilities:**

- The Symposium Volunteer Coordinator and Local Volunteer Lead must both be available as early as August or September of the year prior to the Symposium to begin recruiting and planning volunteer schedules, recruiting other volunteers, and establishing relationships with all of the local chapters that will participate in being Host Chapters. Both of these positions will require a large amount of unscheduled work during the initial planning months and leading up to the Symposium itself.

- At the beginning of the Symposium week, the Symposium Volunteer Coordinator and Local Volunteer Lead will finalize and print a paper copy of the Volunteer Check-in Sheets. They will also produce a sufficient number of individual volunteer instruction sheets as needed for several key Committees.
- The Symposium Volunteer Coordinator will send an email to all identified volunteers with a listing of needed assignments and request their assignment preferences. Areas needing the most volunteers will be emphasized. Each volunteer will be asked to provide a telephone number (cell phone).
- At the conclusion of the Symposium, the National Volunteer Coordinator will send documentation regarding the volunteers to AAW Symposium Lead, AAW Board and AAW Staff. This information will be used to plan for future symposia and to send out “Thank You” to all volunteers that actively participated.

### **LOCAL VOLUNTEER LEAD**

#### **Goal:**

- Provide coordination for the recruitment, identification, assignment and direction of all volunteers, local and visiting, except those managed directly by AAW.
- Work closely with the Symposium Volunteer Coordinator (an on-going National Coordinator position, is directed by the AAW Board.
- Volunteer Lead assists this position by interfacing with the local host chapters and is recruited by the Symposium Local Lead.
- The Local Volunteer Lead may choose to select a Lead for each of the Host chapter in seeking volunteers. Responsibilities:
  - Local Volunteer Lead, will provide a list of other leads names and contact information to the Symposium Volunteer Coordinator
  - Using the SignUp Genius, Symposium Volunteer Coordinator shall build and maintain a Master List of all volunteers, local and visiting, who have agreed to help with the Symposium, whether prior to the start and/or during.
  - Volunteer Lead will recruit volunteers from local chapters and coordinate assignment with the Symposium Volunteer Coordinator and all Committee Leads.
  - Periodically (each month or more often) the AAW Staff will send the National Volunteer Coordinator an updated list of registrants who have signed up through SignUp Genius. The new volunteers from each list provided shall be added to the Master list.
  - National Symposium Coordinator and the Local Volunteer Lead will frequently review schedules to confirm status of needed volunteers.

- Communication with the assigned volunteers will be from the Local Volunteer Lead and to their Committee Leads.
- The Symposium Volunteer Coordinator and Local Volunteer Lead are responsible for setting up the Volunteer Check-in Desk at the Symposium on Wednesday morning as some volunteers will start at 8am.
- Have all printed schedules, documentation and supplies needed (pens, paper, sticky notes, etc.)
- The Local Volunteer Lead and volunteers must be at the Volunteers booth at all times from Wednesday through the end of the symposium. Thursday will need at least 2 to 3 at the booth at all times.
- They will record the volunteer's arrival, verify any and all assignments against the Master List, request additional volunteer time if more is needed, and give each volunteer a name badge and a volunteer T-shirt.
- Committee members working at the volunteer registration desk shall also greet and register walk-in volunteers assign them to a schedule and add them to the Master List.
- At the conclusion of registration on Thursday, the Symposium Volunteer Coordinator shall see that each Committee Lead received an updated list of all volunteers, both pre-registered and walk-in so the Lead can adjust the schedule as needed for volunteer coverage.
- On Sunday afternoon, Lead will be responsible for breaking down the volunteer area. Gather all paperwork and return supplies to be packed.
- Give all paperwork to the National Volunteer Coordinator by end of day on Sunday. LOCAL VOLUNTEER LEADAAW Symposium Lead Volunteer Guide and Instructions 7 Volunteer T-shirts:
- Work with the AAW Program Director in obtaining written quotes for Volunteer T-shirts to be printed.
- Each will receive one T-shirt for helping the AAW Symposium by volunteering.
- Volunteer Lead will be responsible to pick up printed T-Shirts and deliver to the Convention center on Wednesday.
- Volunteers will fold and sort the T-shirts by size and place them on a table behind the Volunteer Booth.
- T-shirt will be given to volunteer when they check-in. Only one T-shirt per volunteer

### **LOCAL SHIPPING**

**Goal:**

Working closely with the AAW Symposium Chair and Symposium Local Lead to identify and operate local shipment receiving locations where equipment, supplies, and turned pieces to be exhibited should be sent well in advance of the Symposium.

**Staffing & Direction:**

- Recruited by the Symposium Local Lead.
- Specific direction provided by the AAW Symposium Chair and AAW Staff.
- The AAW Executive Director and AAW Staff must be consulted regarding insurance coverage for artwork each year. Responsibilities:
  - Working with the Symposium Local Lead, identify (and recommend an AAW contract for, if necessary) all Secure storage locations in the local area, other than those at the Symposium Convention Center site.
  - At least three receiving & storage locations need to be established:
    - This location needs to be secure and heated/cooled, as some demonstrators will be sending valuable equipment and supplies, and in some case artwork, which must be protected from theft and adverse environmental conditions.
    - Secure storage for equipment (youth lathes and stands, tools, wood, packet stuffing materials).
    - Storage of auction pieces (approx. 100 to 150 pieces), and pieces for local charity.
    - Manage and supervise the receipt of all shipped items.
    - Storage of AAW supplies that are not shipped directly to the Convention Center.
  - All auction pieces will need to be checked for visible damage. Freight claim to be filed with carrier. This is primarily for shipped turned pieces and artwork.)
  - If needed for insurance purposes, AAW will provide estimates of actual retail value on those pieces to be auctioned and/or sold. Estimates for all Empty Bowls submitted will be a basic \$25 amount.
  - AAW will instruct all artists and demonstrators to notify Committee Lead by email prior to shipping items.
  - The Lead will email sender to verify receipt of items. Acknowledgement of Empty Bowls will not be sent.

**VENDOR/SAFETY**

**Goal:**

To support all Vendors in the Trade Show area with booth setup, break and lunch relief, special task assistance, and booth break-down.

Assist with Safety issues Staffing & Direction:

- Lead recruited by the Symposium Local Lead.
- Direction from Symposium Vendor Coordinator (AAW Board Member)
- Volunteers are primarily host chapter members, and others that have used Signup Genius
- When on site, work with the AAW Conference Coordinator as requested. Responsibilities:
  - Schedule volunteers for set-up, break-down, and relief shifts. Resolve unexpected issues with the Vendor Coordinator or Symposium Local Lead and/or AAW Staff.
  - Vendor Lead must work closely with Vendor Coordinator to become familiar in advance of the symposium with all conference center work rules and policies, including local union (if any) work rules and conference center personnel responsibilities and contact information.
  - Setup a table close to where Vendors will be checking in when arriving. This is a temporary setup for Wednesday and Thursday.
  - Vendor Lead to work with AAW staff to obtain needed materials to hand out Vendor Registration, Packets, and any other items given to you. See Instructions.
  - Setup a space located in a central location, so the vendors will know where to go when needing assistance.
  - Note for safety: no one under the age of 18 in the move-in & move-out area
  - All volunteers must be briefed in advance of their responsibilities.
  - Check-in at the central station to get assigned duties
  - Wear an Orange Safety vest only while doing their shift, Vests are kept at the central station. Vests are provided by AAW.
  - Note for safety: no one under the age of 18 in the move-in & move-out area
  - Volunteers may not be involved in vendor booth sales activities.
  - Volunteers may provide assistance in obtaining special items (supplies and equipment; parts) that vendors may need during the Symposium. Vendors are responsible for all related costs.
  - Goody Bags for the Vendors
  - Work with AAW Program Director in regard to what items should go into the bags and how many bags should go to each vendor.
  - Work with AAW Symposium Chair on how many vendors will be attending

- Purchase all items needed (keep receipts for reimbursement) and have item delivered to Symposium site by Wednesday morning
- On Wednesday assemble bags for distribution.

## **RAFFLE**

### **Goal:**

To manage the raffle of one or more special lathes donated to AAW each year for the Symposium. Volunteers will sell raffle tickets, keep records, and manage raffle income during the Symposium.

### **Staffing & Direction:**

- Lead recruited by the Symposium Local Lead. Direction provided by the.
- Direction from Symposium Registration/Raffle Coordinator (AAW Board Member) and AAW Program Director
- Symposium Local Lead and Raffle Lead are responsible for disbursement of raffle proceeds
- Costs should be a specific allowance for the Powermatic lathe and nothing for the Jet midi lathe. Costs incurred for shipping of the raffled lathe(s) to the winner(s) will come out of raffle proceeds. Shipping allowance should be stated on the tickets. Responsibilities:
- Secure printed tickets for the raffle, AAW Staff to provide needed information
- Recruit volunteers. (Aided by the Local Volunteer Coordinator and/or National Volunteer Coordinator as needed.)
- Schedule volunteers and oversee daily activity. Provided needed information to volunteers regarding their responsibilities.
- Gather needed supplies and ensure volunteers for each shift have adequate supplies throughout their assignment times. Supplies consist of raffle tickets and forms to record sales for each shift, number of tickets sold, money collected, etc. Supplies are provided by AAW staff.
- AAW Program Manager is responsible for securing the tickets, records, and money when not selling the tickets.
- Be available to handle any special problems and/or complaints.
- Assist the AAW Symposium Lead in conducting the drawing at the Banquet.
- Conduct a final count of tickets and money collected for the raffle account balances at the conclusion of the Symposium. (Final count will be done on Sunday morning after the raffle is concluded.)



- Volunteers must be at the raffle sales station in the lobby area at all times during the Symposium, from Thursday noon, until the close Saturday.
- Additional volunteers are recommended at the station to handle peak sales and manage the cash and tickets.
- The sales station, including tickets and cash, can never be unoccupied.

## **REGISTRATION AREA**

### **Goal:**

Work with AAW Program Director and AAW Staff to organize and perform needed duties in each Registration Areas. Packet Stuffing -To gather all printed materials provided by the AAW or materials shipped directly to a location to be assembled. Assemble Symposium packets for all registrants. Registration - Hand out the registration packets and assist with questions and information. AAW Products - To help sell the items that are in the AAW Product Booth. Volunteers will help organize the merchandise on the tables, assist purchasers, check inventory, and help with entry of sales on AAW product sales software. Assist in packing all items returning to AAW office. Visitor Badge& Greeting - Greet non-registered attendees and provide visitor wristbands or other means of temporary identification. Volunteers will also provide basic directions to Symposium events and answer visitor questions. Volunteers will maintain a count of non-registered guests for AAW use in planning future years' events.

### **Staffing & Direction:**

- Recruited by the Symposium Local Lead.
- Direction from AAW Program Director, Symposium Registration/Raffle Coordinator (AAW Board Member) and AAW Staff. Responsibilities:
  - Recruit volunteers. (Aided by the Local Volunteer Coordinator and/or National Volunteer Coordinator as needed.)
  - Volunteers need to be detail –oriented to be sure all tasks are done correctly
  - Supervise each of the areas, what happens and when.
    - o Packet Stuffing-
      - Secure all materials for stuffing that have been shipped/stored prior to Symposium week. Identify those boxes and secure labels to assure delivery to the correct location.
      - Coordinate location of room for packet stuffing with Symposium Lead and Symposium Local Lead
      - Contact Local Shipping Lead to arrange delivery of shipped items to the packet stuffing room by Wednesday of Symposium.

- Direct all Packet Stuffing volunteers when to report to Packet Stuffing area. The packet stuffing is usually accomplished in one day; however, volunteers should be available second day to finish up any last-minute needs.
- Obtain List of all items going in packet and packet stuffing instructions from AAW Staff prior to start of work.
- Confirm that all items on the list are present before starting
- AAW Staff may be available to assist.
- Host Chapters may insert one page promoting their club(s), with contact information, in the packet. o Registration
- Obtain Name badges, lanyards, packets and other registration materials from AAW Staff and Packet Stuffing Lead.
- Have all registration items on or next to the tables, badges in alphabetical order and signs on tables for lines.
- Volunteers to handout badge, lanyard and packet to each pre-registered symposium attendees.
- Volunteers will have a training session prior to beginning work.
- ▪ ▪ Other AAW Staff may be there to assist
- A volunteer to be stationed at On-Site Registration Booth to assist AAW Staff with on-site registrations.
- Hand out blank registration forms and guide them on next steps REGISTRATION AREA AAW Symposium Lead Volunteer Guide and Instructions 16
- After Friday noon the AAW staff will handle additional registrants. o AAW Merchandise Sales
- On-going National Coordinator position provides direction during the symposium and coordinates with the Symposium Local Lead.
- Six months prior to Symposium, provide three recommendations of local printers for T-shirts and documents so AAW can start price comparisons. The Symposium Local Lead is to provide input for this recommendation.
- Appoint “Runners” for the AAW Sales function. Runners will need to be available for errands. (examples: water for volunteers, print Shop, bank runs) Volunteers Runners for this Committee need to be local.
- The Lead and one volunteer may be cashiers.
- AAW Product Booth area may be adjacent to the registration area or located in the Vendor area, depending on each year’s facility setup. o Visitor Badge and Greeting

- Schedule volunteers and oversee daily activity. Provided needed information to volunteers regarding their responsibilities. ▪ Gather badges (wristbands) and/or other supplies needed.
- Report daily statistics to the Symposium Local Lead to provide to AAW staff.
- Ensure volunteers at each greeting station have adequate supplies throughout their assignment times.
- Be available to handle any special problems and/or complaints from visitors.
- Teams of two volunteers should be stationed at each major public entrance to the Symposium during all open hours. One or more of the major entrances may require addition teams during peak periods (lunchtime, mid- afternoon, or other.)
- Volunteers should wear some type of identifying clothing (Scout uniform or provided free AAW Symposium volunteer Tee shirts.)
- Volunteers will be instructed on specific language and questions to ask visitors prior to the event.

## **EXHIBITION GALLERY**

### **Goal:**

Gallery volunteers help to make visitors feel welcome, and protect the artwork on display

### **Staffing & Direction:**

- AAW Curator will be the lead for the Exhibition Gallery.
- Direction and most of the volunteers will be by AAW Curator.
- Assist in getting additional volunteers as needed.

### **Responsibilities:**

- Recruit volunteers. (Aided by the Local Volunteer Coordinator and/or National Volunteer Coordinator as needed.)
- Unpacking pieces, and assist in assembling pedestals is handled
- This task requires attention to detail and a gentle touch.
- Volunteers provide a welcoming presence for visitors, answering questions and referring visitors to AAW staff for sales.
- Volunteers provide security for the work on display, reminding visitors, as necessary to observe gallery rules.

- Volunteers must be able to stand for the shift period.
- Orientation is provided at the beginning of the shift.
- Volunteers to assist in packing of all gallery pieces for shipment at end of show Volunteer Sign-ups are open first to exhibiting artists. AAW Curator will work with you in scheduling AAW Curator will verify schedule prior to volunteer recruitment.

## **INSTANT GALLERY**

### **Goal:**

To receive, register, position items for display, and answer questions about pieces donated or displayed in the Instant Gallery, Silent Auction, Intimate Critique, POP Auction, Return to the Community (Empty Bowls), Beads of Courage, and The Wall. Return pieces to artists at end of Symposium. Perform data entry for item records. Work with Auction Committee and AAW Curator to coordinate packing and pick-up of and POP Auctions.

### **Staffing:**

- Recruited by the Symposium Local Lead.
- Direction from Symposium Instant Gallery Coordinator (AAW Board Member) and AAW Staff.
- Working with the Local Lead to identify a local charity to be the recipient of the proceeds from the sale of the Empty Bowls. To be identified no later than early December so the information can be published in the AAW February Journal.
- As volunteers are identified in advance of the symposium, schedule volunteers for specific time periods. As new volunteers are identified during the Thursday registration process, they will report to the committee Lead for scheduling during the symposium. Responsibilities:
- Recruit volunteers. (Aided by the Local Volunteer Coordinator and/or National Volunteer Coordinator as needed.)
- Learn what each of the areas are about and what happens in each of the area artwork.
- Study all the documentation attached for each of the areas.
  - o Instant Gallery – Main Gallery set-up o Volunteers
  - o Artwork and Check-in o Artwork Check-out o Auction o Intimate Critique o POP Auction o Return to the Community (Empty Bowls) o Beads of Courage o The Wall
- Make sure copies of all documentation is printed to available at IG Registration desk
- Keep in close contact with the Symposium Instant Gallery Coordinator

- Coordinate getting the supplies needed for the front work area and from the AAW Staff o Laptop, printer/copier, pens to fill out forms, paper.
- Volunteers for set-up on Wednesday afternoon or Thursday morning, assisting in gallery from Thursday afternoon through Sunday afternoon, plus tear-down on Sunday afternoon
- Add new volunteers to the schedule as they arrive during Thursday registration.
- IG volunteers will be assigned to the IG registration desk, task to be assigned based on need.
- Artwork will be processed only at the IG registration desk.

## **VIDEOGRAPHY**

### **Goal:**

Volunteers is to unpack, assemble, test, and place into demonstration rooms by Thursday afternoon. At the close volunteers will disassemble, inventory and pack all video and related equipment for shipment. Each room setup consists of Boom Camera, safety frame with lighting, monitors with stands and any other equipment as needed. Videographers will operate the video equipment and work with the demonstrators to have the best viewing options for all demonstration rotations during the symposium.

### **Staffing & Direction:**

- Recruited by the Symposium Local Lead.
- Direction from AAW National Videographer Coordinator and AAW Videographer Coordinator (AAW board Member).

### **Responsibilities:**

- Set-up and Tear-down o Lead will work closely with AAW National Videographer Coordinator in recruiting volunteers to assist in setup and tear down. o Printed instructions will be available on equipment setups and room setups o Setup will start on Wednesday and go through Thursday until all is completed o Tear down will start at noon on Sunday and go till all is packed and ready for shipment. o Volunteers will work in teams of 2 for each of the tasks
- Videographers o Work closely with the AAW National Videographer Coordinator to encourage any local members that want to be a videographer o AAW National Videographer Coordinator will
  - Be responsible for interviews and selection process.
  - Set the schedule for rotations
  - Be responsible for training
  - Selected Videographers will receive a paid registration and volunteer t-shirt. o Assist with any last-minute supplies or needs

- o Work as assistant videographer during all rotation, including setup and teardown
- o Informing anyone wanting to be a videographer to apply online.
- o Application process begins on AAW Website the month of December for next year's symposium
- o All applicants will be determined by beginning of March
- o All Applicants MUST:
  - Be an AAW member
  - Have experience in being a videographer
  - Work at least 6 rotations
  - Help with setup or teardown (Thursday 8am till finished or Sunday 1pm till finished) ▪ Be able to stand for 90 minutes at a time
  - Attend mandatory meeting on Thursday

## **TOOL ROOM**

### **Goal:**

Provide tools, and materials required by demonstrators during the symposium that are impractical for them to bring with them. Responsible to set up, service, and repack AAW grinders for each demonstration room.

### **Staffing:**

- Recruited by the Symposium Local Lead.
- Direction from AAW Symposium Lead AAW Board Member.

### **Responsibilities:**

- Recruit volunteers. (Aided by the Local Volunteer Coordinator and/or National Volunteer Coordinator.
- Work closely with the AAW Symposium Lead who will supply you with documentation on what equipment, wood and supplies are needed.
- Responsible for setting up and operation of the Tool Room.
  - o Gather tools from local sources and chapter members needed.
  - o Document and label all equipment and supplies that are loaned to the symposium. See documentation.
  - o Have large poster of Rotation Schedule to put on wall for everyone to see
  - o Provide on the spot assistance during all rotations to supply backup, missing, failed, or unplanned equipment and supply needs.
  - o Collect borrowed tools and equipment at the end of the rotations to

return to tool room. o Gather and return all equipment and supplies borrowed from all local lenders. o Pack, Inventory and label all pallets going back to the AAW

- Responsible for gathering needed wood o Work with local members and vendors to acquire needed wood for demonstrations and youth program. o May choose to have one volunteer take lead on this task.
- Grinder set-up and tear-down o Have a copy of each of the room set-up to know where to place the grinder o Follow documentation for grinder set-up and tear-down o May choose to have one volunteer take lead on this task

### **YOUTH TURNING AREA**

#### **Goal:**

The Youth Equipment, lathes, chucks, other tools and equipment, will be assembled and prepare the Youth Area for all training rotations, and re-package lathes and tools for pick-up by drawing winners. The Youth Training Assistants will assist the instructor during each rotation by observing, coaching, and otherwise supporting the goal to provide excellent, safe, and effective hands-on training to participating youth.

- Recruited by the Symposium Local Lead.
- Direction from AAW National Youth Program Coordinator and AAW Symposium Lead (AAW Board Member).
- Volunteers do not have to be symposium registrants, but they MUST have basic turning experience sufficient to guide the youth turners and watch for safety issues.
- Must be 18 years of age or older

#### **Responsibilities:**

- Recruit volunteers. (Aided by the Local Volunteer Coordinator and/or National Volunteer Coordinator, and AAW National Young Program Coordinator)
- Work closely with Symposium Lead for o Finding a place where equipment will be shipped to and assembled.  
o Obtain needed supplies as instructed  
o Prepare for packing and tear-down for lathes and area on Sunday o Review documentation attached for instructions o Have First Aid Kits available in Youth Area (items needed are in the documentation)

- o • Work closely with Symposium Youth Program Coordinator on o Number of rotations and number of volunteers needed. Will vary according to how many youth sign up or rotations offered. o Volunteers must sign in at Volunteer booth to confirm their commitment on the Youth schedules, which are displayed on the board next to booth o Review documentation attached for instructions o Have printed instructions for volunteers to read before each rotation is to start. Documentation attached. o Have list of phone numbers available in Youth Area for emergencies.
  
- o • Work with the Symposium Volunteer Coordinator to post and maintain the on-site sign-up board (located next to the Volunteer booth) to staff and schedule sufficient volunteer assistant for each session. Many will not volunteer until after they arrive at the Symposium. During registration on Thursday, emphasis will be made on filling those youth sessions with the highest enrollment.

## **Lighthouse**

### **Goal:**

Provide an orientation to and experience with woodturning for visually impaired to the Symposium. Emphasis is on giving these visitors actual hands-on experience in turning under the direct guidance of committee volunteers. Lighthouse will coordinate this event.

### **Staffing & Direction:**

- Recruited by the Symposium Local Lead.
- Direction from Lighthouse Coordinator. Responsibilities:
- Lighthouse will arrange for Volunteers
- Recruit additional volunteers as needed. (Aided by the Local Volunteer Coordinator and/or National Volunteer Coordinator.)
- Work closely with Lighthouse Coordinator for instructions.
- Visually Impaired/Blind participants is on Friday morning
- Visually Impaired/Blind turning event:
  - o Arranged by the Lighthouse Coordinator
  - o Volunteer information
    - Keep hands in contact with student at all times when lathe is in operation, including sanding and finishing. Pens will be turned down and rounded. Pen kits will be included. Volunteers will need to remove the chuck and tail stock from the lathe and install mandrel and mandrel saver. Turn and sand pen. Take student to buffing wheel operator for polishing and then on to the assembly volunteer.
    - Volunteers will be given mandrel, pen kits and prepared blanks for each session. The mandrels, mandrel savers and bushings need to be returned to the Lead at the completion of the session.



- Volunteers will help clean up the area after the session is finished.
- Schedule: o Event usually takes place during a Friday morning rotation

### **INTERNATIONAL DEMONSTRATOR**

Greet and provide assistance to our international demonstrators throughout the symposium. Provide any help to other demonstrators with special needs.

#### **Staffing:**

- Recruited by the Symposium Local Lead.
- Direction from AAW Program Director and AAW Board Member in charge of International Demonstrators.

#### **Responsibilities:**

- Recruit volunteers. (Aided by the Local Volunteer Coordinator and/or National Volunteer Coordinator.
- Assign one volunteer to each International Demonstrator
- Work closely with the AAW Program Director information on:
  - o List of all International Demonstrators, including email address and phone number.
  - o Any special instructions
  - o Flight Schedules, arriving and departing
- Continue to get updated information as needed Instructions:
- Contact them by e-mail at least three months prior to the symposium to introduce yourself and ask if they have any special needs or requirements.
- Inform them they will be met at the airport and escorted to the hotel and convention center.
- Meet them at the airport and escort them to their hotels.
- Have Sign made up with their name to hold up at arrivals. This is the best way to assure meeting.
- Give them a brief tour of the convention center, and answer any questions they may have regarding schedules, locations, etc. Since most will be foreign visitors, offer to help with any immediate issues, such as currency information.
- Once they are at the hotel, get conformation on their departure time and when/ where to pick them up to return to the airport.
- Give them your cell number and ask for a number to reach them during the symposium in case of any issue that may occur.

- On Sunday pick-up as arranged. Be prepared for any time issues and traffic delays.
- Be prepared to assist them with any needs during the symposium

### **Companion Activities**

#### **Goal:**

Provide craft activities, tours in the local areas and craft classes to the Companions of registered attendees.

#### **Staffing:**

- Recruited by the Symposium Local Lead.
- Direction from AAW Program Director.

#### **Responsibilities:**

- Recruit volunteers. (Aided by the Local Volunteer Coordinator and/or National Volunteer Coordinator as needed.)
- Work with AAW Program Director in coordination of finding volunteers to work in craft area, volunteers for classes and information on group tours for the local areas.
- Setup the area on Wednesday afternoon and Thursday morning
- Tearing down area on Sunday afternoon
- Craft Area o Instructions are pending
- Classes o Instructions are pending
- Tours o Instructions are pending