

## NFA Volunteer Information 2022

Thank you for volunteering!

Registration to Volunteer will be sent out by June 1, 2022

Please indicate your desire to volunteer when you register for the convention.

### Remember:

- All flutists must be registered for the convention and are eligible for the \$15 rebate for every three shifts worked. All flutists must have a convention badge.
- All non-flutist volunteers, such as parents of under-age students and spouses/significant others are also welcome to volunteer and are eligible for a \$15 rebate for every three events worked. All non-flutist volunteers must have a convention badge.
- Non-flutists not otherwise attending the convention are also welcome to volunteer but are not eligible for the \$15 rebate. You must stop by registration and pick up your volunteer only badge.
- Exhibitors and those working for exhibitors are also welcome to volunteer but are not eligible for the \$15 rebate.
- All volunteers must be 18 years of age or older.

### Volunteer Sign-up

We use VolunteerLocal app for volunteer sign-up, check in/check out. The prospective volunteer can choose their shifts and enter in their own information. An email confirmation will automatically be sent. This will not go live until June 1, 2022.

### Check in/out

ALL volunteers must check in before their first shift at the Volunteer Desk to receive their Volunteer Ribbon. After that, you are welcome to check in using the app.

All volunteers should check in/out at the Volunteer Booth **or** by using the VolunteerLocal App – **no later than 15 minutes prior to the start time of your event.** Once your event is completed, please return to the Volunteer Booth to check out (or if you are heading straight to your next event, you may check in using the app).

### Vouchers

**In order for your event to count toward the \$15 voucher, you must sign in and sign out for each event!** When you have completed three events or one competition, you may take your signed voucher to the NFA office, where you will receive \$15.

## **Volunteer Job Descriptions**

### **Door Monitor: Please silence your cell phone while on duty!**

Please check in with the presenters/performers upon arrival. Ask if they need anything and make sure that they are comfortable. Also ask them if they would like the doors left open or closed and how they would like you to manage late arrivals. NEVER prohibit someone from leaving the room. If they have to or want to go, we cannot stop them; to do so would be more of a disruption. Please note, we no longer distinguish between “outside” and “inside” positions.

Door monitors act as ushers, check for NFA badges, politely hold late arrivals outside until hearing applause between pieces, and keep the hallways quiet. Please take a rough head-count of the audience and record the number on the taped sheet of paper on the inside of door.

### **Competition Runners:**

**Please check in at the Volunteer Booth 45 minutes prior to the competition so that you are in place 30 minutes before it begins.** Please check in with the Competition Coordinator and be ready to escort competitors from their warm-up rooms to the competition rooms.

### **Ticket Sellers:**

**for Thursday, Friday, and Saturday evening Gala concerts - and the Sunday afternoon Gala:**

**Please arrive outside the Ballroom at 7 pm/2pm on Sunday.** Someone from the NFA office or Townes or Margaret will bring you the cash bag and tickets. Tickets will be sold from 7:15 pm through intermission; after intermission, someone from the NFA office will pick up the cash bag. Cash is the only form of payment accepted.

### **Information/Volunteer booth:**

Volunteers answer questions about the convention in addition to providing information about local attractions, nearby restaurants, directions around town, etc.

THANK YOU FOR YOUR SERVICE TO THE NFA 2022 CONVENTION!