

Many of you have already raised your hands to volunteer for the North Central Regional meeting without even knowing what you are signing up for! Now you will know!

Waukesha and Milwaukee Councils are working together. Each are responsible to gain volunteers for the various areas listed below:

Take a look, find your niche and sign up! - [Sign Up Genius- NCR Meeting 2022](#)

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The Milwaukee Council Member  
Volunteer Opportunities listed below

*!! Waukesha members are welcome to volunteer for any of these opportunities!!*

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**\*Workshop Room Hosts**

Volunteer – 1 to 2 people for every workshop throughout the event

Description: Host and assist workshop presenter

Duties:

- At the onset of each shift insert/change signage for guests on each workshop room)  
A sign with the name of the Topic/Workshop will be provided for each session. The sign is to be placed in a sign holder outside of the correct room where the workshop will be hosted.  
The meeting agenda will serve as a guide to sign location(s).
- Welcome people as they arrive
- Hand out or set out presenter's handouts
- Hand out or set out workshop evaluations
- Gather evaluations at end of session
- Take notes on discussion and questions & answers (to share with leaders after the meeting)

Description: One individual will be responsible to place a sign with the name of the topic/workshop into a sign holder in front of the workshop room locations for guests. and update workshop signage throughout meeting.

**\*Raffle Ticket Sellers**

Volunteers: 6 individuals

Description:

Sell raffle tickets to guests

Where: When:

Registration Desk or Information table  
During all breaks  
During all meals

*There are more opportunities and job descriptions in this Raffle Basket area. If interested in volunteering in this area, contact Michelle 414-667-0244.*

### \*Greeters/Guides - Host City Event

Volunteers: 2 – 3 individuals

Thurs/6-23 - 4:45, 5:00 & 5:15 Buses depart for Host City Event

Time to be determined Bus return to hotel after Host City Event

Description: Direct people to bus location before and after the Host City Duties:

- Volunteers position themselves at various 'visible' locations

*There are more opportunities and job descriptions in this Greeters/Guides to Host City Event. If interested in volunteering in this area, contact Penny at 414-315-1441.*

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## Waukesha Volunteer Opportunities

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Registration preparation in advance of the meeting:

### \*Guest Tote Assembly

Description: Each attendee will receive a SVdP tote containing items related to the meeting (Program/Agenda, National items, Vendor and Sponsor materials, other etc.)

Duties: Assemble totes to distribute to all guests

Volunteers: Individuals or conference group

Location: Council office

Date and time (In advance of meeting) Date and time to be determined

Position duties:

- Prepare / fill totes (A check-off list will be provided)
- Insert name tag into lanyard – one for each guest
- Alphabetize by last name (for use at the registration desk)

### \*Guest Registration Overview

Greet, welcome register guests, man the registration desk and information table.

Members will arrive at various times throughout the meeting

Volunteers: Individuals or conference group

A minimum of 4 volunteers up to 6 volunteers at peak registration time frames are needed.

Location: Marriott Hotel

Date and time:

Wed/6-22

Thurs/6-23

Fri/6-24

Sat/6-25

### \*Registration Position(s)

#### Desk Registration Attendant

Description: Greet, welcome guests. Register guests, track attendance, hand all guests a tote and name tag lanyard. (Organized by shift – volunteers needed throughout meeting.)

#### Shifts:

- Wed/22 – 3:00 pm – 4:15 pm (Set-up/Organize Registration desk)  
Wed/22 – 4:15 Volunteer Meeting  
Wed/22 – 4:30 pm – 6:30 pm
- Thurs/23 - 8:45 Volunteer Meeting  
Thurs/23 – 9:00 am – 12:00 noon  
Thurs/23 – 1:00 am – 3:00 pm  
Thurs/23 – 3:00 pm – 5:00 pm
- Fri/24 - 7:00 am Volunteer Meeting  
Friday/24 – 7:30 am – 10:00 am  
Friday/24 – 10:00 am – noon  
Friday/24 – 1:00 pm – 4:00 pm
- Sat/25 – 6:45 Volunteer Meeting  
Sat/25 - 7:00 am – noon  
Sat/25 – 1:00 pm – 3:00 pm  
(Disassemble registration desk, gather lanyard name tags, signage and/or other remaining SVdP items - assist in packing items into vehicles to be returned to Waukesha Council office.)

#### Information Table Attendant (This table joins registration table)

Volunteer: Individual

Shifts: Same time frame as stated above.

Description: Manage the member information table

#### Duties:

- Assist with set-up of all various NCR, National, Vendor handouts, etc.
- Offer items to guests as they arrive.
- Replenish stock as needed.
- Disassembling table, gather items, return to owner and/or assist in packing items into vehicles to be returned to Waukesha Council office.

### \*Greeters at Entrance and to Workshop locations

After a visit to the hotel to obtain another visual of the space, the need for greeters to stand at hall entrances and assist guests find their way, will be determined. The hotel is an open concept and stationed assigned greeters may not be necessary. *This section will be updated.*

### \*Greeters at Bus Pick-up Locations

Description: Assist and direct guests to the right Hotel exit for events off site

Volunteers: 2 – 3 individuals

- Thurs/6-23 – 7:30 am Mass at St. Anthony on the Lake
- Fri/6-24 – 8:30 am – Store Meeting at Pewaukee Thrift Store

(times are subject to change)

### \*AV Back-up Support

Volunteers who have the ability/skills to troubleshoot minor issues that may occur with computers and projectors would be very helpful. The hotel provides an IT expert/troubleshooter however additional individuals on standby are needed.

### \*Mass Volunteers

Volunteers: Individual Volunteers

Location: Superior/Wausau (center ballroom) - Marriott

Date and time: Friday, June 24 – 4:00 pm present- 4:45 start

Various positions:

Greeters for Mass

Volunteers: Two (2) people

Description: Distribute worship aid/program as people enter

Ushers (to be determined)

Volunteers: Two people

Description: Assist in seating people (especially latecomers)

Present/place Gifts

Volunteers: Two (2) people to

Description: Bring up the gifts at offertory time

Lead Cross Bearer

Volunteer: One person

Description: Cross bearer to lead in and out after Mass. (simple procession)

Reader

Volunteer: One person

Description: Provide a reading during Mass (reading to be determined)