This Way to Sustainability Conference
Volunteer Position Description

POSITION: Special Events Volunteer team
(8-10 volunteers + 2 leads)

Timeline: February through dates of conference

DESCRIPTION:
This team will coordinate the various special events that happen in tandem with the conference including but not limited to: student convergence, pre-conference activities, and reception. You will be working under the direction of the conference coordinators and closely with the all other student volunteer groups to ensure the overall success of the events.

TASKS:
- Plan and coordinate special event logistics in time to include in the final conference program.
- Work to engage other volunteers to help throughout the planning process.
- Compile and implement ideas for special events to engage conference participants.
- Plan and coordinate decorations for each event.
- Plan to utilize donated items within events and work with outreach volunteers to promote donors at each event.
- Ongoing communication and coordination with the lead conference coordinators and conference volunteers throughout the planning process.
- Attend student volunteer meetings and keep others up to date of plans and ideas as they unfold.
- Coordinate entertainment for events and work with lead conference coordinator to ensure that all necessary paperwork and approvals are obtained.
- Assure staffing for setup and cleanup of events

RECOMMENDATIONS:
- Stay well organized
- Build community contacts early
- Start looking for donations early
- Communicate with overall conference team

PAST EVENTS:
- Student Convergence
  - Saturday morning
  - Held on campus
  - 2 breakout sessions & action planning
- “Night on the Town”
  - Held on the second night of the conference
  - Attendees signed up to go to various restaurants as a group to socialize with other attendees and/or speakers, at the registration table. Seating is reserved within downtown Chico restaurants.
- Pre-conference activities
  - Activities on Wednesday 3/25 for students coming from out of town
  - Possible ideas: tour of the Ecological Reserve, campus tours, etc.
- Eco Fashion Show
  - Have clothing vendors that are sustainable and local to showcase their clothing.
  - Entertainment during lunch break and to draw people into the BMU Auditorium
- Competitions
  - Bike building competition
  - Sustainable plate competition
  - You make one up!!