

ORLANDO19 VOLUNTEER PACKET



Dear Group Leaders and Volunteers,

The 2019 National Youth Convention and National Fine Arts Festival is being held at the Orange County Convention Center in Orlando, FL from July 30 - August 3, 2019, Tuesday through Saturday. We are currently recruiting volunteers who are interested in investing in the lives of junior and senior high school students.

With over 10,000 attendees planning to join us in Orlando, this is an excellent opportunity for you to connect with incredibly gifted students and share your school or ministry with them.

We are looking for volunteers who can arrive in Orlando on Monday, July 29 and stay through Saturday, August 3. Individuals or group leaders will receive confirmation e-mail when they are approved.

Keep in mind, any organization that provides at least 10 volunteers for the National Youth Convention and National Fine Arts Festival, can receive a free 10' X 10' exhibit space. Exhibitor space is awarded on a first-come, first-served basis. The volunteer applications and the exhibitor contract must be returned at the same time. Please note volunteers dedicated to National Youth Convention and the National Fine Arts Festival **cannot** operate your exhibit booth. For exhibit booth layouts, sponsorships, and advertising opportunities, e-mail Amanda White (awhite@ag.org) as soon as possible.

For a volunteer/free exhibit space exchange, please make your reservations by **May 1, 2019** (exhibit space after this date may or may not be available).

Enclosed you'll find the following important forms and helpful information:

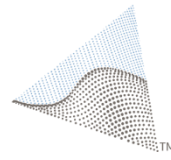
- Volunteer Information
- Tentative Volunteer Schedule
- Volunteer Application/Contract and Rooming List (**Due by May 1, 2019**)

Thank you for being a friend of students and for being willing to partner with us in this way. I'm looking forward to meeting you and working with you in Orlando!

National Fine Arts Festival Team

Assemblies of God Youth Ministries





VOLUNTEER CHECKLIST AND INFORMATION

Dates and Location

Orlando19: July 30—August 3 | Tuesday—Saturday

Location: Orange County Convention Center

Address: 9800 International Drive | Orlando, FL 32819

Housing

- We provide hotel rooms for full-time volunteers. Check-in day is Monday, July 30. Check-out day is Sunday, August 4.
- Final room assignments are made by the Assemblies of God Youth Ministries (AGYM) office.
- We reserve the right to place 3 to 4 volunteers per room. If there are not 4 volunteers in your group, you may be placed with volunteers from another group.
- Hotel rooms are provided only for National Youth Convention/National Fine Arts Festival volunteers. In other words, if you bring 10 volunteers but need 2 of them to work your exhibit, we will only provide rooms for the 8 full-time volunteers.
- Most hotels require a credit card on file for incidentals. Please keep this in mind and come prepared as you check-in.

Job Descriptions

Volunteers are asked to perform the following types of duties:

- Convention Support (ushers, stage assistance, etc.)
- Convention Security
- NFAF Room set up/Running Sound
- Assisting attendees at On-site Check-in
- Managing NFAF practice rooms
- Operating NFAF presentation room sound systems
- NFAF presentation room moderator
- NFAF presentation room door monitor
- NFAF evaluation sheets runner
- Printing NFAF students' certificates and evaluation sheets
- Assisting at Guest Services
- Assisting in NFAF Tally Room (filing, quality control)
- Other duties as assigned

Orientation and Meetings

Volunteer Orientation

- Monday, July 29 at 3:00 PM, Hall C

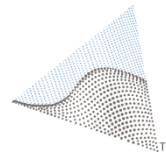
Morning Meetings

- Tuesday—Saturday, July 30—August 3 at 8:00 AM, Hall C

Volunteer Lunch

- Tuesday—Saturday, July 30—August 3 from 12:00 PM—1:00 PM, Hall C





Conduct and Dress Code

Assemblies of God Youth Ministries maintain a high standard for its staff, volunteers, and participants. Those involved must be committed to the ministry and should present Christ in their attitude and conduct. Any volunteer showing disrespect to those in authority, attendees, or property may be relieved of their duties and dismissed. All staff and volunteers are expected to provide excellent customer service to the pastors, youth leaders, parents, students, and all others in attendance at Orlando19.

Volunteers should wear:

- Presentable jeans (no holes, no shorts)
- Comfortable/presentable shoes (no flip flops)
- Provided T-shirts (five shirts to be worn Tuesday through Saturday)

We Provide:

In addition to housing, we provide the following benefits:

- A dinner cash meal per diem on Monday, July 29
- A breakfast and dinner cash meal per diem on Tuesday—Saturday, July 30—August 3
- Daily lunch for 5 days, Tuesday—Saturday, July 30—August 3 (Hall C)
- Free 10' X 10' exhibit space for any group who sends 10 or more full time volunteers. If you provide 40 or more volunteers you may be eligible for a 20' X 20' exhibit space. Your full-time volunteers cannot work your exhibit space.

We Ask:

- Each group submit a SEPERATE Volunteer Application for each individual they plan to bring.
- Each leader submits a single rooming list for their entire group.
- Please notify NFAF staff with volunteer cancellations and replacements by e-mailing tlaycoax@ag.org
- All volunteers be present for the Volunteers' Orientation/Training session Monday, July 29, 2019, at 3:00 PM.
- Each group provide their own transportation to and from the Convention Center.
- Each group stay through the Saturday evening service to assist with the final service as well as tear down.

Checklist:

- Volunteer Application/Contract (Due by May 1, 2019)
- Hotel Rooming List sent along with all Volunteer Application/Contracts (Due by May 1, 2019)
- Exhibitor Space Reservation Form (space permitting). Exhibitor registration will remain open through July 1, 2019
- Certificate of Insurance or insurance through General Council of the Assemblies of God (800.545.2761)
- Codes of Conduct and Dress have been communicated to volunteers

Send All Forms To:

Assemblies of God Youth Ministries

Attn: Orlando19 Volunteer

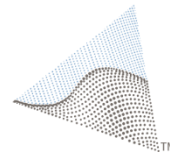
445 N. Boonville Ave

Springfield, MO 65802

If e-mailing forms, please e-mail to: tlaycoax@ag.org

If you have any questions or concerns, you may call 417.862.2781 ext. 4035 or e-mail tlaycoax@ag.org





ORLANDO19 VOLUNTEER APPLICATION/CONTRACT

Contact Information

Individual Volunteer Coming with a Business/Organization: _____

First Name: _____ Last Name: _____

Address: _____

Preferred Name: _____ Birthday: _____ Male Female

Email address: _____ T-shirt Size: S M L XL 2XL 3XL

On-Site Cell Phone Number: _____ *May we text you on site: Yes No

History

District events volunteered (please state when and where): _____

District Responsibilities:

Certificate Booth Door Monitor Information Booth MESS User Room Moderator Runner Security Sound Other: _____

National Youth Conventions Volunteered:

2015 Orlando, FL 2016 Louisville, KY 2017 Anaheim, CA 2018 Houston, TX Other: _____

National Responsibilities:

Certificate Booth Door Monitor Information Booth Tally Room Room Monitor Runner Security Sound Other: _____

Additional Abilities and Experience: _____

Do you use tobacco? YES NO Do you drink alcoholic beverages? YES NO

Do you use illegal drugs? YES NO Have you ever been convicted of a crime as an adult? YES NO

If Yes please explain (attach a separate page if necessary): _____

Do you have any allergies or food intolerances? _____

Group/Leader Information (if you are coming with a group)

Business/Organization: _____

Leader's Name: _____

Leader's Email: _____

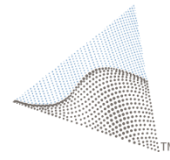
Leader's Address: _____ City: _____ State: _____ Zip: _____

Leader's Phone Number: _____ Emergency Number: _____

Leader's Name (additional): _____

Leader's Email (additional): _____





Pastoral Recommendation

In evaluating the fitness and suitability of each volunteer applicant for the National Youth Convention and National Fine Arts Festival there is a reliance on the opinion of those who know the applicant best. Therefore, we are asking the applicant's senior pastor, or other pastoral staff member (choose the one who knows the applicant best) to certify below that there are no facts or allegations that raise any question concerning the applicant's fitness and suitability for working with minors. We also are requesting that the senior pastor, or other pastoral staff member, certify that a background check was performed on the applicant by the applicant's church, if this is the case.

I am personally acquainted with the applicant, and in my opinion, he or she is competent and qualified to work with minors of any age. I know of no facts or allegations that raise any questions concerning his or her suitability for working with minors in any activity.

Our Church performed a background check on the applicant that included references and a criminal records check. There was no information suggesting that the applicant poses a risk of harm to minors.

I prefer to discuss my response by telephone. I can be reached at the following telephone number during the day. _____

Signature: _____ Date: _____

Title and Print Name: _____

Church or Organization: _____

Medical Release

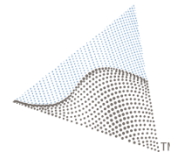
Emergency contact _____ Phone number _____
First & Last Name & Relationship ### ## ####

*Authorized on-site representative _____ Phone number _____
First & Last Name & Relationship ### ## #### Must be accessible on-site during the Festival

I, the Volunteer named above assume full liability of hazard and risk for myself during Orlando19. I give permission for hospital or emergency medical staff to administer any necessary treatment to me should I become sick or injured during Orlando19. I accept full responsibility to communicate any medications or medical conditions to appropriate medical staff. I understand and agree that neither the National Youth Ministries of the Assemblies of God, nor the General Council of the Assemblies of God, or any of their affiliated entities or individuals, directors, officers, employees, agents, volunteers or any other representatives thereof shall incur any financial responsibility of liability whatsoever, for any such injury or damage resulting from my service participation at Orlando19 however caused, whether due to negligence or any other acts of any person.

*If the emergency contact is not present on-site, it is the Volunteer's responsibility to designate an on-site adult representative to act in case of emergency. Representatives are responsible to have Volunteer medical records or knowledge thereof. Designated representatives must carry authorized consent in writing.





Model Release

For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, I hereby grant to The General Council of the Assemblies of God, of Springfield, Missouri, the absolute and unqualified right and permission to copyright (in its own name or otherwise), reproduce, publish, distribute and otherwise use or exploit, photographs, motion pictures and other audiovisual works (including works recorded in digital media) of me or in which I may be included whether taken in a studio or elsewhere, alone or in conjunction with other persons or characters, in any part of the world, and to make similar uses of any reproductions of my voice. This authorization and consent includes any use of such photographs, motion pictures, audiovisual works or voice reproductions without regard to any distortion, alteration, or retouching whether intentional or otherwise. The use and exploitation hereunder may be in any medium now or thereafter known or developed for illustration, promotion, advertising, trade or any other purpose whatsoever, whether accompanied by printed matter or otherwise.

I hereby waive any opportunity or right which I may have to inspect or approve the finished photographs, films, tapes, or digital data, the use to which they may be put, any copy, photographs, illustrations or other material used in connection therewith or the final product in which they may be used or incorporated.

I hereby waive, release and discharge from any claim, demand, action or suit which I may have or which may be derived through me for libel, defamation, invasion of privacy or any violation of any right to publicity or any other right which I may have arising out of the publication or use of such photographs, motion pictures, audiovisual works and voice reproductions.

I hereby warrant that I have the full right and authority to execute this Release; that I have read and understand the above Release; that I am executing this Release as my own free act and deed; and that this Release shall be binding upon me, my heirs, legal representatives and assigns.

I DO NOT WISH TO CONSENT TO A MODEL RELEASE

Volunteer's Signature: _____ Date: _____

Contract

I realize that while I am at Orlando19, I am representing the General Council of the Assemblies of God and will conduct myself in an appropriate manner.

In consideration of my being selected as a volunteer at Orlando19 I hereby accept any and all risks to my person (including death) or damage to property. I understand and agree that neither the National Youth Ministries of the Assemblies of God, nor the General Council of the Assemblies of God, or any of their affiliated entities or individuals, directors, officers, employees, agents, volunteers or any other representatives thereof shall incur any financial responsibility of liability whatsoever, for any such injury or damage resulting from my service at Orlando19 however caused, whether due to negligence or any other acts of any person.

Accordingly, I hereby waive and release each of the foregoing individuals and entities from all actions, claims or demands that I, my family, my heirs and my acquaintances may have for injury to person (including death) or damage to property, suffered or incurred at this Youth Ministries event and all related activities.

I have read this agreement carefully and fully understand its content. I am aware that this is a release of liability and sign it of my own free will.

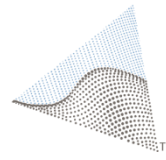
MUST BE 18 YEARS OR OLDER TO VOLUNTEER. WITNESS MUST BE 18 YEARS OR OLDER.

Volunteer's Signature: _____ Date: _____

Print/Type Name: _____

Witness Signature: _____ Date: _____





VOLUNTEER ROOMING LIST

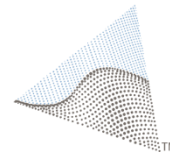
Notes:

- This form must be completed by the group leader and must be submitted with all applications by May 1, 2019.
- The names and number of volunteers on this list must match the names on the volunteer applications and the number of volunteer applications we receive.
- We reserve the right to place four volunteers in a room. If you do not have four people in your group, you may be placed with volunteers from another group.
- Hotel rooms are only provided for National Youth Convention/National Fine Arts Festival volunteers.

Rooming List:

Group/Organization Name:				
Room	Volunteer 1	Volunteer 2	Volunteer 3	Volunteer 4
1				
2				
3				
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GENERAL VOLUNTEER SCHEDULE

Monday, July 29, 2019

3 PM- 6 PM	Volunteer Orientation/Training Session	Exhibit Hall C
6 PM- 9 PM	Set- Up	TBD

Tuesday, July 30, 2019

8 AM	Volunteer Meeting	Exhibit Hall C
9 AM- 6 PM	National Youth Convention & Fine Arts On-Site Check In	Level 1
12 PM - 1 PM	Lunch Break	Exhibit Hall C
7 PM	National Youth Convention Service	Exhibit Hall D

Wednesday, July 31, 2019

8 AM	Volunteer Meeting	Exhibit Hall C
9 AM- 12 PM	National Fine Arts Festival (NFAF) Presentations	TBD
12 PM - 1 PM	Lunch Break	Exhibit Hall C
1 PM- 6 PM	NFAF Presentations	TBD
7 PM	National Youth Convention Service	Exhibit Hall D

Thursday, August 1, 2019

8 AM	Volunteer Meeting	Exhibit Hall C
9 AM- 12 PM	NFAF Presentations	TBD
12 PM - 1 PM	Lunch Break	Exhibit Hall C
1 PM- 6 PM	NFAF Presentations	TBD
7 PM	National Youth Convention Service	Exhibit Hall D

Friday, August 2, 2019

8 AM	Volunteer Meeting	Exhibit Hall C
9 AM- 12 PM	NFAF Presentations	TBD
12 PM - 1 PM	Lunch Break	Exhibit Hall C
1 PM- 6 PM	NFAF Presentations	TBD
7 PM	National Youth Convention Service	Exhibit Hall D

Saturday, August 3, 2019

8 AM	Volunteer Meeting	Exhibit Hall C
9 AM- 12 PM	NFAF Presentations	TBD
12 PM - 1 PM	Lunch Break	Exhibit Hall C
1 PM- 6 PM	NFAF Presentations	TBD
7 PM	National Youth Convention Service	Exhibit Hall D

