



Thank you for assisting with this year's Unity People's Convention being held at the Wyndham San Antonio Riverwalk Hotel from June 12 - 16, 2017. Without you, the convention would not be the wonderful experience it is for all who attend. We appreciate you and all you do!

What is the need?

- As you know, Unity People's Convention is an annual gathering of Unity people from around the world—ministers, spouses/partners, licensed teachers, musicians, laity, and all those who help Unity Worldwide Ministries be its best. It is a time of joy, celebration, connection, exploration, education, and renewal.
- It takes a large and often unseen team of volunteers, working in love and service, to make the convention run smoothly and be a source of blessing for all.
- **We need your help enlisting the support of your congregation** to be of service in the areas of need listed on the following pages; benefits of service are also noted. Please communicate and work closely with the Volunteer Coordinators, Ray and Lyn Madaghiele. They can be reached on Lyn's cell phone at 480-495-7153, by email at Lyn@theTLCenter.com, or by fax at 480.632.1303. Ray and Lyn will be receiving all the volunteer applications directly and scheduling volunteers to work.

The Plan:

- Help the Convention Volunteer Coordinators, Ray and Lyn Madaghiele, by publishing the 2-sided convention Work Exchange Application form (attached) in your Sunday bulletin and/or make announcements in your services over the course of several weeks (January – May).
- Print several copies of the 8 ½ X 11 poster and post them in key areas. Consider setting up an info booth after some of your services, making available a few copies of the descriptions of the various coordinator and attendant duties for people to review, and provide extra copies of the Volunteer Work Exchange form.
- Assist your congregants by faxing their Volunteer Work Exchange forms to the Volunteer Coordinators (**Fax 480.632.1303**), or scan and email them to [**Lyn@theTLCenter.com**](mailto:Lyn@theTLCenter.com).
- Recommend to the Volunteer Coordinators great leaders from your congregation who would be good service coordinators for the service positions available.

Thank you! You are Appreciated!

A handwritten signature in black ink that reads 'Debbie Ball'. The signature is written in a cursive, flowing style.

Debbie Ball
Event Planning Coordinator

Volunteer contact information:

Ray and Lyn Madaghiele

Email: Lyn@TheTLCenter.com

Phone: 480.495.7153

Fax: 480.632.1303

Convention overview:

Go to www.unity.org/convention



P.O Box 610 • Lee's Summit, Missouri 64063

Phone: 816.524.7414 ext. 6837

Fax: 816.875.1207 • www.unity.org



Suggested Timeline

01.29.17: Community leaders publicize volunteer positions and assist congregants to complete their volunteer work exchange applications and send them directly to **Ray & Lyn Madaghiele via email at Lyn@theTLCenter.com, or fax them to 480.632.1303.**

05.01.17: Volunteer coordinators schedule volunteers in time slots and send confirmation emails/letters during February, March, and April and email the schedule to Unity Worldwide Ministries' convention office by May 1.

06.01.17: Volunteer coordinators follow up with volunteers who are unable to attend the orientation/training breakfast.

06.10.17: Volunteer Appreciation / Training Breakfast and Tour at the Wyndham San Antonio Riverwalk Hotel from 9:30 am to 1:00 pm.

June 12 - 16, 2017: CONVENTION WEEK!

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Coordinator Service Positions

Daytime Usher Coordinator: Will train ushers and act as head usher at each daytime large-group (general session) event, guiding volunteer ushers in taking tickets / checking name tags for event entry, handing out materials, assisting with seating, monitoring entry during prayer, and facilitating respectful attention to speakers, as well as greeting and welcoming attendees in a loving, joyful manner.

Evening Usher Coordinator: Will train ushers and act as head usher at each evening large-group (general session) event. The coordinator will reserve seating in appropriate places and assign placement. The coordinator will guide volunteer ushers in handing out materials, assisting with seating, monitoring entry during prayer, and facilitating respectful attention to speakers, as well as greeting and welcoming attendees in a loving, joyful manner. A love offering will be collected at most events, which includes guiding ushers in the collection of offerings, delivering the offering buckets to the Unity Worldwide Ministries business manager, and assisting in the counting of monies. Also collecting evaluation forms from volunteers when appropriate.

Registration Volunteers Coordinator: Coordinate the areas of On-Site Registration and Pre-registration, and train volunteers under the direction of the Unity Worldwide Ministry staff registration coordinator to give out registration packets, name tags, note needed corrections, and educate about meal ticket functions. This area is the first contact for many convention attendees, and a loving, patient, calm staff is a powerful beginning to the convention.

Volunteer Check-in and Support Coordinator: The coordinator will train volunteers in the following tasks: Welcoming volunteers, facilitating volunteer check-in, handing out necessary instructions and evaluations, directing volunteers to their assigned area, collecting evaluations, communicating to volunteer coordinators necessary changes in volunteer availability. It is most helpful if the coordinator is available on-site during the busiest times, such as when workshops are occurring.

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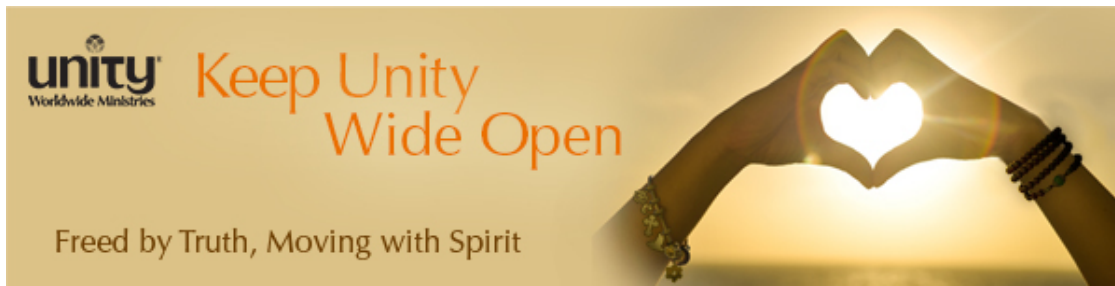
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Coordinator Service Positions (cont.)

Workshop Attendant Coordinator: Train their workshop attendant volunteers to introduce speakers, facilitate collecting workshop evaluations, handout materials as needed, and assist in whatever ways are necessary to ensure a smooth running workshop. Packets with each volunteer's needed information should be compiled and available when volunteers check in for their shifts. Acquire a list from the Unity Worldwide Ministries staff of the audiovisual needs of each speaker and work closely with AV Tech Attendants.

Workshop Evaluation Tally Coordinator: Lead the effort and assist a team of volunteer workshop evaluation tally attendants to tally the workshop evaluation forms at the end of the day(s) and enter the results into an Excel spreadsheet.

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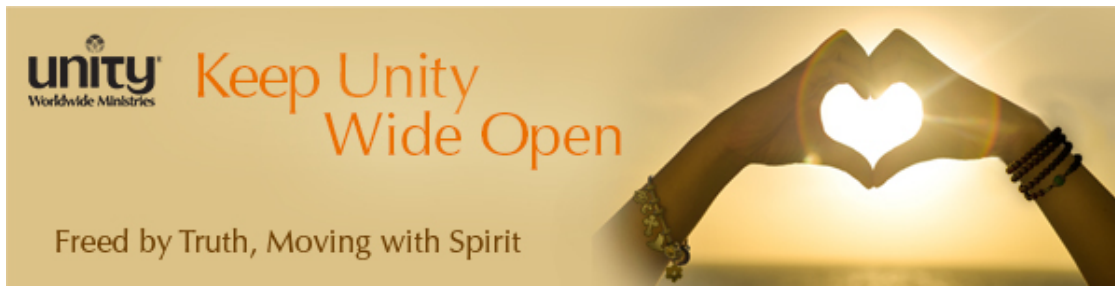
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Attendant Service Positions

AV Tech Attendant: Help set-up & tear-down, coordinate, and troubleshoot audiovisual equipment for workshop presenters. Assistants must be familiar with laptops, LCD projectors, audio and video equipment in many forms, and how to connect them to ensure that everything the presenter needs is working properly. (Especially looking for those who are technologically savvy and/or provide AV assistance in their own Communities.)

Daytime Usher Attendant: Taking tickets / checking name tags for entry, handing out materials, assisting with seating, monitoring entry during prayer, and facilitating respectful attention to speakers, greeting and welcoming attendees in a loving, joyous manner.

Evening Usher Attendant: Handing out materials, assisting with seating, monitoring entry during prayer, and facilitating respectful attention to speakers, greeting and welcoming attendees in a loving, joyous manner. Ushers will take part in collecting love offerings.

Pre-Registration Attendant: The first two days of the convention are the busiest. Give out registration packets, name tags, note needed corrections, educate about meal ticket functions. No money will be handled. This area is the first contact for many convention attendees, and a loving, patient, calm staff is a powerful beginning to the convention.

Onsite Registration Attendant: The first two days of the convention are busiest. Assist attendees with registration forms, hand out packets, order name tags for later pick-up, and hand out and record meal tickets. Help receive and record payments via check, cash and accepted credit cards. As with pre-registration, this area is often the first contact for convention attendees, and a loving, patient, calm staff is a powerful beginning to the convention.

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Attendant Service Positions (cont.)

Volunteer Check-in and Support Attendant: Welcoming volunteers, facilitating volunteer check-in, handing out necessary instructions and evaluations, directing volunteers to their assigned area, providing security for volunteer valuables in the room, collecting evaluations and communicating to volunteer coordinators necessary changes in volunteer availability. Problem-solving as needed to staff convention needs as best as possible when volunteers are unable to serve as planned.

Voting Delegate Registration Attendant: Check in voting delegates (ministers and other delegates) and distribute delegate packets prior to the Business Meeting on Wednesday.

Welcome and Information Attendant: Providing convention attendees with programming information, message board and lost and found assistance, convention site guidance concerning amenity locations, information about area restaurants, entertainment, etc. Assistants should be familiar with the hotel floor plan and areas concerning convention events. Greet and welcome convention attendees at the door and give guidance as necessary.

Workshop Attendant: Introducing speakers, facilitating collection of workshop evaluations, handing out materials as needed, and assisting in whatever ways are necessary for smooth running of speaker's workshop. Check with speaker early to make sure speaker has appropriate audiovisual equipment. If items are missing or not operating properly, report this to Workshop Coordinator.

Workshop Evaluations Tally Attendant: Tally workshop evaluations at the end of workshop day(s). Assistants must be detail-oriented and love working with numbers.

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AV Tech Attendant

AV Tech Attendants are technologically savvy, talented people who will work with workshop speakers to help set up, coordinate and troubleshoot audiovisual equipment necessary for the smooth running of workshops at the Convention. The Unity Worldwide Ministries staff will provide a list of the equipment assigned to workshop speakers. AV tech attendants are familiar with equipment compatibility issues and quickly integrate laptops, LCD projectors, and other types of audio and video equipment that speakers bring with them and ensure that everything is in good working order throughout the workshop(s).

Attendants need to sign in at the Volunteer Check-in area, and arrive at their assigned area 30 minutes before their shift, receive training, instructions, and assignments.

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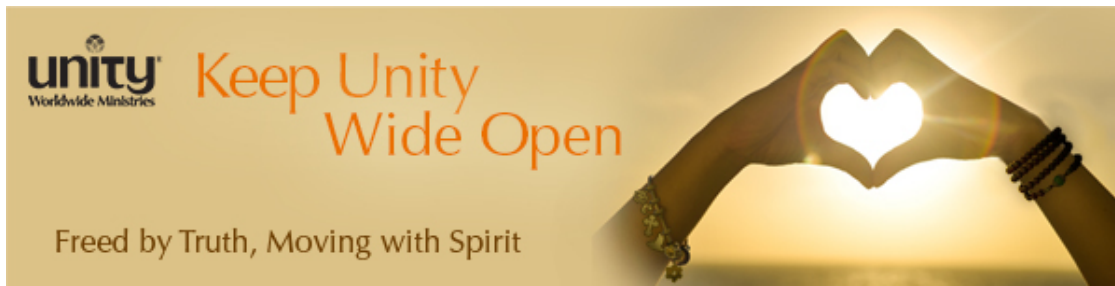
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Daytime Usher Coordinator

What is the People's Convention and the Daytime Usher Coordinator?

- ♦ As you know, Unity People's Convention is an annual gathering of Unity people from around the world—ministers, spouses/partners, licensed teachers, musicians, laity, and all those who help Unity Worldwide Ministries be its best.
- The daytime usher coordinator will train and support daytime usher volunteers for the convention. The coordinator (or a trained substitute) will act as head usher at each daytime large-group (general session) event. This includes coordinating with each MC to assess needs and be a contact for concerns, and direct ushers in their duties guiding volunteer ushers in taking tickets and/or checking name tags for event entry, handing out materials, assisting with seating, monitoring entry during prayer, and facilitating respectful attention to speakers, greeting and welcoming attendees in a loving, joyous manner. These general sessions often include wonderful musical performers and keynote speakers.

Responsibilities of Daytime Usher Coordinator:

- Check with Unity Worldwide Ministries staff to see if participant packets need to be prepared prior to the session.
- Act as the lead usher at each daytime large event or specifically train someone to do so.
- Be sure volunteers working as daytime ushers have the information they need to comfortably perform their duties.

Benefits:

- ♦ Admission to convention workshop(s) or daytime keynote(s) free of charge for each hour of service.
- Opportunity to meet and work with other volunteers, convention attendees, workshop presenters, keynote speakers, musicians, trade show exhibitors, Unity Worldwide Ministries home office staff, and many other wonderful Unity supporters from around the world.
- A chance to *Keep Unity Wide Open* and support that in which you believe.

Thank you for your support! We appreciate you!

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Daytime Usher

Daytime Ushers are ambassadors for Unity Worldwide Ministries, helping general sessions and business meetings run smoothly for all concerned.

Volunteers serving as daytime ushers should sign in at the volunteer check-in area, and arrive at their assigned area 30 minutes before their shift begins in order to receive training, instructions and assignments, help prepare handouts if necessary, and distribute any necessary materials to attendees as they enter the area. At times, more chairs may be needed and ushers may help other staff address this need. During times of prayer, ushers will monitor doors to prevent disturbance, and they will facilitate respectful attention by attendees during the session program. Greet and welcome convention attendees in a loving, joyous manner.

Thank you for your support! We appreciate you!

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Evening Usher Coordinator

What is the People's Convention and the Evening Usher Coordinator?

- As you know, Unity People's Convention is an annual gathering of Unity people from around the world—ministers, spouses/partners, licensed teachers, musicians, laity, and all those who help Unity Worldwide Ministries be its best.
- The Evening Usher Coordinator trains and supports the evening usher volunteers for the convention. The coordinator (or a trained substitute) will act as head usher at each evening large-group (general session) event. Acting as head usher includes checking with each emcee to introduce oneself, assess needs, and be the “point person” for usher requests. The coordinator/head usher will direct ushers in their duties and reserve seats for them before the event begins, guide volunteer ushers in handing out materials, assist with attendee seating, monitor entry during prayer, facilitate respectful attention to speakers, and collect love offerings. These general sessions are open to the public and include wonderful musical performers and keynote speakers. For these reasons, the evening usher coordinator should arrive at their assigned area 45 minutes before staffed events. Check with Unity Worldwide Ministries' staff to see if participant materials need to be assembled/prepared and handed out.
- It might be helpful to develop, with the lead volunteer coordinator, a “check-list” outlining each volunteer's general responsibilities and a way of identifying volunteers to the attendees. Volunteers may also need assistance in knowing ways to facilitate respectful attention to the presenters by attendees during the session program.
- The evening usher coordinator will be sure all love offering buckets are collected. Along with two other chosen ushers and the business manager, stay after each event to assist with the count of the love offerings.

Responsibilities of Evening Usher Coordinator:

- Act as trainer/head usher at each evening general session of the convention or specifically train someone to do so.
- Be sure volunteers working as evening ushers have the information they need to comfortably perform their duties.
- Make certain all love offering buckets are collected and given to the business manager; assist in the counting of love donations directly after the event (often two ushers will be needed for counting).
- Collect evaluation forms from volunteer Evening Usher Attendants when their assignment for the week is complete, and turn them in to the Volunteer Coordinator(s).

Benefits:

- Free admission to convention workshop(s) or daytime keynote(s) for each hour of service.
- Opportunity to meet and work with other volunteers, convention attendees, workshop presenters, keynote speakers, musicians, trade show exhibitors, Unity Worldwide Ministries home office staff, and many other wonderful Unity supporters from around the world.
- A chance to *Keep Unity Wide Open* and support that in which you believe.

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Evening Ushers

Evening Ushers are ambassadors for Unity Worldwide Ministries, helping general sessions run smoothly for all concerned. Such evening sessions are open to the public and enjoy great attendance.

Volunteers serving as evening ushers should sign in at the volunteer check-in area, and arrive at their assigned area 30 minutes before their shift begins in order to receive training, instructions and assignments, help prepare handouts if necessary, and distribute necessary materials to attendees as they enter the area. At times, more chairs may be needed and ushers may help other staff address this need. During times of prayer, ushers will monitor doors to prevent disturbance, and they will facilitate respectful attention by attendees during the session program. Greet and welcome convention attendees in a loving, joyous manner.

Love offerings are taken using a crossover method. It is important each volunteer know their responsibilities in this area. Previously, it has been helpful to have extra volunteers with love offering buckets at each exit during the love offering time, allowing those leaving to offer donations as well. The Evening Usher Coordinator will be sure all love offering buckets are collected. Evening ushers may be asked to stay after the event to assist with the count of the love offerings.

When evening ushers complete their final assignment for the week, fill out a volunteer evaluation form and turn it in to the Evening Usher Coordinator.

Thank you for your support! We appreciate you!

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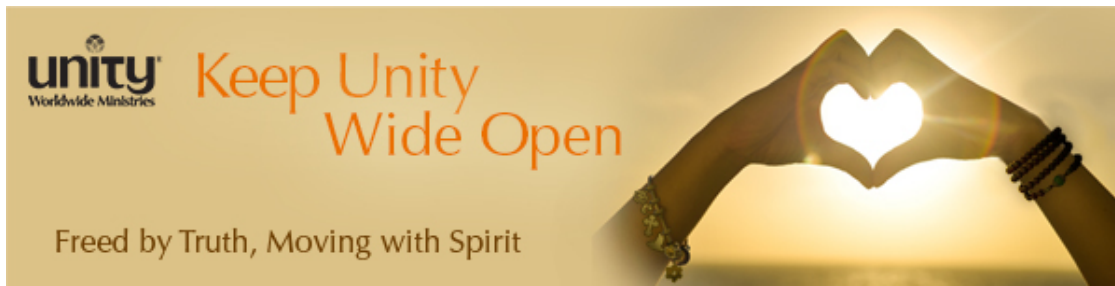
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Onsite/Pre-Registration Volunteers Coordinator

What is the People's Convention and the Registration Area?

- As you know, Unity People's Convention is an annual gathering of Unity people from around the world—ministers, spouses/partners, licensed teachers, musicians, laity, and all those who help Unity Worldwide Ministries be its best.
- The Pre-Registration area is the place where convention attendees already registered will receive their convention packets and verify that their packets have all necessary information. Volunteers will facilitate this process as well as give name tags to daily attendees and inform attendees of the need to purchase meal tickets that are still available for sale on the initial day.
- The Onsite Registration area is dedicated to serving convention attendees and exhibitors who have not pre-registered and paid, or who need to purchase meal tickets that are still available for sale on the initial day.

Responsibilities of Onsite/Pre-Registration Volunteers Coordinator:

- Arrive on the initial day of the convention (Monday, June 12, 2017) 30-40 minutes before convention opening to set up Pre-Registration area and materials and train volunteers about responsibilities.
- Work closely with Unity Worldwide Ministries staff registration coordinator and oversee volunteers working shifts in both the Pre-Registration and Onsite Registration areas, continually assessing the need for volunteers in each area and making necessary adjustments.
- Be sure volunteers working at the area during the week have the information they need to comfortably perform their duties.

Benefits:

- Admission to convention workshop(s) or keynote(s) free of charge for each hour of service
- Opportunity to meet and work with other volunteers, convention attendees, workshop presenters, keynote speakers, musicians, trade show exhibitors, Unity Worldwide Ministries home office staff, and many other wonderful Unity supporters from around the world
- A chance to *Keep Unity Wide Open* and support that in which you believe.

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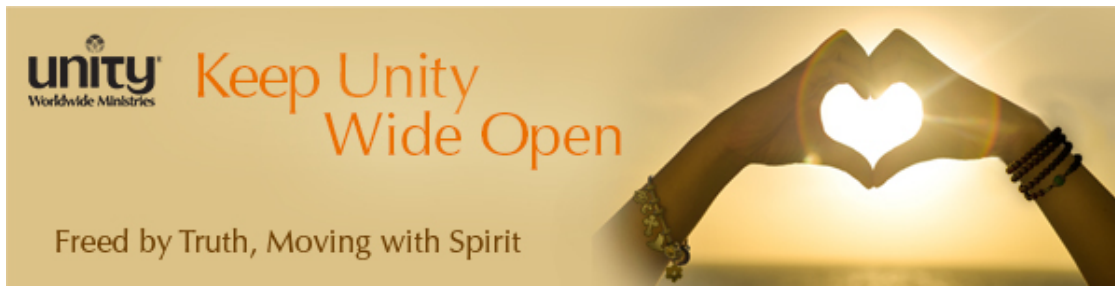
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Onsite Registration Attendants

The Onsite Registration area is often the attendees' first impression of the convention experience. Creating a warm welcome and loving atmosphere while also handling money and attending to details is very important in this area of service.

Registration opens at 8am Monday morning June 12, 2017, for exhibitors and attendees. Volunteers need to arrive 30 minutes before their shift on the initial day of the convention, and 10-15 minutes before their shift after that.

Under the direction of the staff Registration Coordinator, volunteers will assist attendees with onsite registration, the purchasing of meal and banquet tickets, name tags, and requests for refunds. Volunteers at the registration area will help handle funds in the form of cash, checks, Traveler's Checks, Canadian checks, MasterCard, Visa, American Express and Discover. Cash registers, credit card machines, and a computer with printer are provided. Also furnished are rubber bands, credit card supplies, scratch pads, scotch tape, staples, and staplers, pen/pencils, cash box, paper clips, scissors, registration forms, name tags, and special meal function tickets.

Thank you for your support! We appreciate you!

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Pre-Registration Attendants

The Pre-Registration area is often the attendees' first impression of the Convention experience. It is important to offer a warm welcome and create a loving atmosphere.

Pre-Registration opens at 8am Monday morning, June 12, 2017, for exhibitors and attendees. Volunteers need to arrive at their assigned area 30 minutes before their shift on the initial day of the convention, and 15 minutes before their shift on subsequent days.

Packets for pre-registered attendees will be filed alphabetically according to last name in four sections: A-F; G-L; M-R; S-Z. Volunteers will give attendees their packets and ask them to check their packets for the following materials: program, special meal function tickets, banquet ticket, name tag. The volunteer will then ask the attendee to initial and date the statement in their packet if all materials are correct. If not correct, the volunteer will write down the discrepancy and turn it into the Registration Coordinator for resolution. The volunteer will attach all signed statements to each attendee's original registration file.

Attendees who wish to purchase additional meal tickets will be moved to the Onsite Registration area. The volunteers will also be sure all attendees are aware that tickets to special meal functions must be purchased the first day of the convention because of the hotel's 72-hour advance purchase requirement. Name tags are required for attendees' admission to all other daytime functions of the convention.

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Volunteer Check-In & Support Coordinator

What is the People's Convention and the Volunteer Check-in and Support (VCS) Coordinator?

- As you know, Unity People's Convention is an annual gathering of Unity people from around the world—ministers, spouses/partners, licensed teachers, musicians, laity, and all those who help Unity Worldwide Ministries be its best.
- The Volunteer Check-in and Support Coordinator (VCSC) will train and support those who will staff the VCS area. The VCS area will serve as the central hub for staffed volunteers to welcome convention volunteers, facilitate volunteer check-in, hand out necessary instructions and evaluations, direct volunteers to their assigned areas, collect evaluations and verify they have been tallied, communicate to volunteer coordinators necessary changes in volunteer availability.

Responsibilities of Volunteer Check-in and Support Coordinator:

- ✦ Be sure volunteers working in the VCS area have the information they need to comfortably perform their duties.
- Coordinate with volunteer coordinators to be sure all volunteer shifts are appropriately staffed.
- It is most helpful if the VCS Coordinator is onsite during the busiest times, such as when workshops are occurring.
- The Volunteer Coordinators will provide sign-in sheets for tracking volunteers' arrival, departure, and hours of service. This is important information for the home office to have in order to recognize these wonderful people for their loving service.

Benefits:

- ✦ Admission to convention workshop(s) or keynote(s) free of charge for each hour of service.
- Opportunity to meet and work with other volunteers, convention attendees, workshop presenters, keynote speakers, musicians, trade show exhibitors, Unity Worldwide Ministries home office staff, and many other wonderful Unity supporters from around the world.
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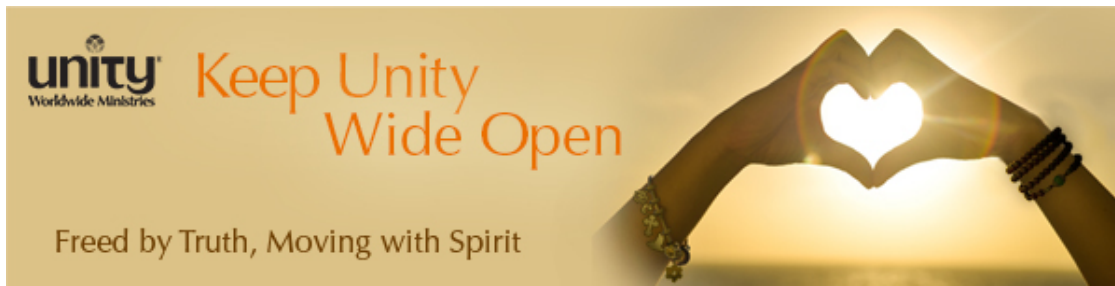
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Volunteer Check-In & Support Attendants

The Volunteer Check-in and Support (VCS) area is crucial to helping the convention volunteer staff do their most effective work and have a smooth and loving experience. Volunteers may leave valuables in the Volunteer Check-in Room, such as purses, coats, etc., while they perform their volunteer duties. As a result, the Attendant is responsible for staying in the room to provide security for these items. It is important for volunteers serving in this area to be detail-oriented, calm amidst a flurry of activity, and able to problem-solve as needed.

The VCS will be where convention volunteers first go to sign in for their work shifts and receive any paperwork or instructions they may need. The lead Volunteer Coordinators will provide sign-in sheets for tracking volunteers' hours of service. This is important information for the home office to have in order to recognize these wonderful people for their loving service. If volunteers do not arrive for their shifts, the VCS area is where problem-solving with the lead Volunteer Coordinators should occur to find creative ways to be sure convention staffing needs are met as best they can.

It is important for volunteers in the area to know which volunteers are expected and what paperwork is to be given to each volunteer. An outline of such procedures should be developed by the VCS Coordinator, with the help of the lead Volunteer Coordinators as needed. A map of the convention area will be provided to guide volunteers to their appropriate areas of service.

Volunteers serving in the VCS area should arrive 30 minutes before their shift to allow time to sign in and review their responsibilities.

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Voting Delegate Registration Attendant

When attendees present themselves as a minister or voting delegate, highlight the name on the Voting Delegate List created from pre-registration. If they are on the list, have them sign on the line next to their name. Then place a colored dot sticker with your initials on it. Place the sticker on the white name tag inside the name tag holder. Give them a delegate packet and tell them: “Read this packet and bring it to the Business Meeting on Wednesday.” (Extra packets will not be made available at the Business Meeting). If they are not on the list, refer them to the Voting Delegate Registration Staff Coordinator.

Volunteers serving in the Voting Delegate Registration area should arrive 30 minutes before their shift to allow time to sign in and review their responsibilities.

Thank you for your support! We appreciate you!

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Welcome & Information Attendants

The Welcome and Information area is a very important communication link at the convention. The information table must be occupied by friendly, caring and well-informed people. It should be staffed according to the needs listed on the volunteer schedule, with volunteers signing in at the Volunteer Check-In area and arriving at their assigned areas 15 minutes before their scheduled shifts.

The Welcome and Information table is set up in a very visible area. Along with programs for the convention and local highlights, a message book with cards and envelopes or a bulletin board for messages and other announcements, paper and pens, and a lost and found box is located in this area. All attendees will be informed to check with the Welcome and Information desk for anything lost or found and to leave or receive messages.

The volunteers for this area will have a map of the area, a list of area restaurants, entertainment, theaters, etc., provided by the local convention and visitors' bureau. It is helpful to have at least one person on duty who is well informed about the area, information about the convention schedule and its program locations, locations of important areas such as restroom, phones, internet access, and elevators. It also acts as a hub for lost and found, messages, and any other areas of general assistance. Greet and welcome convention attendees at the door and give guidance when necessary.

Thank you for your support! We appreciate you!

Volunteer contact information:

Ray and Lyn Madaghiele

Email: Lyn@TheTLCenter.com

Phone: 480.495.7153

Fax: 480.632.1303

Convention overview:

Go to www.unity.org/convention



P.O. Box 610 • Lee's Summit, Missouri 64063

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Workshop Attendants Coordinator

What is the People's Convention and the Workshop Attendant Coordinator?

- As you know, Unity People's Convention is an annual gathering of Unity people from around the world—ministers, spouses/partners, licensed teachers, musicians, laity, and all those who help Unity Worldwide Ministries be its best.
- The Workshop Attendant Coordinator will train and support workshop attendant volunteers for the convention. Workshop attendants will be assigned to a specific workshop and will introduce the speaker, facilitate the collections of evaluations, hand out materials as needed and assist in whatever ways are necessary for a smooth-running workshop.

Responsibilities of Workshop Attendant Coordinator:

- Be available to volunteers working as Workshop Attendants if concerns or needs arise.
- Be sure volunteers working as Workshop Attendants have the information they need to comfortably perform their duties.
- Work with AV Tech Attendants to ensure that workshop speakers have their audiovisual needs met.

Benefits:

- Admission to convention workshop(s) or keynote(s) free of charge for each hour of service.
- Opportunity to meet and work with other volunteers, convention attendees, workshop presenters, keynote speakers, musicians, trade show exhibitors, Unity Worldwide Ministries home office staff, and many other wonderful Unity supporters from around the world
- A chance to *Keep Unity Wide Open* and support that in which you believe.

Thank you for your support! We appreciate you!

Volunteer contact information:

Ray and Lyn Madaghiele

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Phone: 480.495.7153

Fax: 480.632.1303

Convention overview:

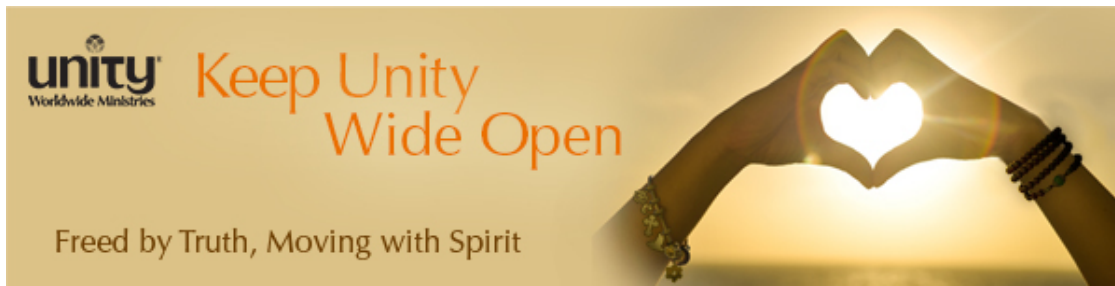
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Workshop Attendants

Workshop Attendants are ambassadors for Unity Worldwide Ministries, helping workshop speakers have a positive experience while serving convention attendees during a seminar. It is important that volunteers be welcoming, offer assistance, and be responsive to the needs of the speaker(s).

A packet for each workshop attendant will be provided showing the name of the speaker(s)', workshop title, date and time, location, evaluation hand-outs, and a "check-list" outlining the volunteer's general responsibilities.

Volunteers need to sign in at the Volunteer Check-in area and arrive at their assigned area 30 minutes before their shift, receive training, written instructions, and assignments, find the workshop room, introduce oneself to the presenter(s), and offer pre-start assistance to the speaker(s). The attendant works with the AV Tech Attendant for the workshop to ensure that the audiovisual equipment needs of the speaker(s) are met and may introduce the speaker(s). Workshop attendants will also distribute and collect workshop evaluations after the workshop and turn them in to the Workshop Evaluations Tally Coordinator in the Volunteer Check-in Room.

Thank you for your support! We appreciate you!

Volunteer contact information:

Ray and Lyn Madaghiele

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Phone: 480.495.7153

Fax: 480.632.1303

Convention overview:

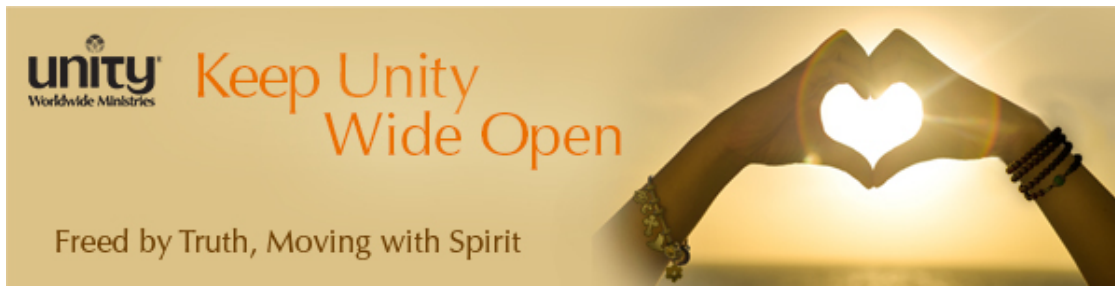
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Workshop Evaluations Tally Coordinator

What is the People's Convention and the Workshop Evaluations Tally Coordinator?

- As you know, Unity People's Convention is an annual gathering of Unity people from around the world—ministers, spouses/partners, licensed teachers, musicians, laity, and all those who help Unity Worldwide Ministries be its best.

Responsibilities of Workshop Evaluations Tally Coordinator:

- The Workshop Evaluations Tally Coordinator will receive completed workshop evaluation forms from the Workshop Attendants Coordinator at the end of each workshop.
- The Coordinator will train and oversee the team of volunteer Workshop Evaluation Tally Attendants to tally the workshop evaluation forms for each workshop (get procedures sheet from Volunteer Coordinators)
- In an Excel spreadsheet, enter the results for each workshop, create an overall summary, and deliver it to the Volunteer Coordinators.

Benefits:

- Admission to convention workshop(s) or keynote(s) free of charge for each hour of service.
- Opportunity to meet and work with other volunteers, convention attendees, workshop presenters, keynote speakers, musicians, trade show exhibitors, Unity Worldwide Ministries home office staff, and many other wonderful Unity supporters from around the world.
- A chance to *Keep Unity Wide Open* and support that in which you believe.

Thank you for your support! We appreciate you!

Volunteer contact information:

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Workshop Evaluations Tally Attendant

Workshop Evaluations Tally Attendants are part of a special team of detail-oriented, number-loving talented people who work under the direction of the Workshop Evaluations Tally Coordinator. The team uses a special procedure to tally workshop evaluation forms for each workshop at the end of the day(s). Timeliness and cooperation of each attendant are essential to the successful completion of this project.

Attendants need to sign in at the Volunteer Check-in area, and arrive at their assigned area 30 minutes before their shift in order to receive training, instructions, and assignments.

Thank you for your support! We appreciate you!

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