



# Texas Association for Family Child Care

[www.tafcc.org](http://www.tafcc.org)

## Texas Association For Family Child Care Volunteer Application Conference Form

Would you be willing to help our next conference be successful? The following positions are available with a description of each position's responsibility.

### **Coordinate conference is the facilitator of conference with the following duties:**

The Conference Coordinator will seek volunteers for carrying out the duties. All volunteers will need to fill out a Volunteer Application Conference Form and submit to the Conference Coordinator.

The Board will supply the Conference Coordinator a Negotiation Letter with the maximum dollar amount available for entire conference, as well as the minimum requirements for conference. Example meeting rooms, meals served, etc. The Conference Coordinator will submit reports to the board for approval, and will then confirm with vendors.

Conference Coordinator will need to work with the President to set up the meetings for the committees to meet at the hotel. The Committee will need to meet every month. This keeps everyone on the same page and assists in any way as needed. Conference Coordinator will be the facilitator and will check on all committees to make sure they are on track for conference. At the close of conference, Conference Coordinator will have a gift for each chair person.

Registration packets: Conference Coordinator will print out all documents and put packets together. Membership secretary will coordinate membership labels to send to conference coordinator to put on packets.

Hotel: In charge of booking the hotel for annual conference with hotel manager and making all the accommodations. This would also include all food choices for the meals being served to the members during conference.

Conference Agenda/Flier: In charge of making flier and agenda for conference. Conference coordinator will be putting the time line together with the collaboration of the speaker chair person.

### **Speaker Facilitator:**

Speaker chair needs to get 2 speakers for each class time slot. Speaker chair needs key notes speakers for opening, lunch and closing. The opening should be up beat so we get off to a fun start, the closing needs to be someone that can let the providers know what a great job they are doing.

Speaker chair needs to be at conference and ready to introduce the speakers at the opening of each class. At the introduction of class the speaker facilitator will read off a certain amount of door prize numbers which are located on registration packet label. For members to qualify for a door prize the members must be present at the beginning of class. Ten minutes after class starts door will be closed, and members will not be able to attend that class. Speaker chair will have a co-chair to help with introductions being there will be two classes at once. The Speaker Facilitator will then come back at the closing of each class to thank the speaker and give the speaker a gift from TAFCC. Speaker gifts included: water bottle, tote bag, notepad, ink pen, energy bar. Laminated business card with all board members cell phone numbers.

Getting speakers is hard work and you need to stay in touch with them. Send out letters, contact by phone, or e-mail. After you have them lined up and assigned a time slot make sure you check back with them two weeks out from conference, then the week of conference get back with them to confirm.

Make sure to document every speaker even if they can't make conference. We may want to contact them to be speakers for future events. Speaker facilitator may also work with the exhibitor volunteer to see if any of our vendors would like to be a speaker at conference.

**Door prizes/Donations: Door prizes and Silent auction volunteers need to work together.** You will need to obtain donations for door prizes. The Association will supply you with a donation letter to hand out to any vendor for proof of being "non-profit". You will also be given a Donation Collection Form to fill out with every donation you receive. You **must** document every donation. Each gift should be in a sack and sealed. The value should range from \$10-\$25. Examples included: toy stores, book stores, grocery stores, Lowes, Scholastic, lakeshore, constructive play things. If you receive cash, gift cards or large gifts we can always use them for the silent auction, hospitality, and gifts for key note speakers.

Any gifts not used at conference should be used at future seminars. Following conference thank you cards will need to be sent no later than 10 days after conference.

**Silent auction: Door prizes and Silent auction volunteers need to work together.**

Obtain two or three names of charitable organizations and bring it to the board with why they think it would be a good organization for us to donate our money too (a non-profit not associated with United Way). The Association will supply you with a donation letter to hand out to any vendor for proof of being "non-profit". You will also be given a Donation Collection Form to fill out with every donation you receive. You **must** document every donation.

You will need to obtain donations of gifts to use in the auction, they need to set it up at conference and be in charge of collecting the money and turning it in and making a report on it. You will need to set up the items on the tables, have bid sheets (provided by association) beside each item with a starting bid listed. Be at the table at bid closing to collect all bid sheets and money. You will turn in the money to the Treasurer. You should have a report at the closing so all members know how much we raised. All exhibitors will need to donate at least one item for the silent action, which will in turn advertise for the exhibitor.

Any gifts not used at conference should be used at future seminars. Following conference thank you cards will need to be sent no later then 10 days after conference.

**Hospitality room:**

The Association will supply you with a donation letter to hand out to any vendor for proof of being "non-profit". You will also be given a Donation Collection Form to fill out with every donation you receive. You **must** document every donation. Donations of any type (example) food, drinks, paper products, cleaning supplies, paper towels, dish soap, scrubbers, and metal utensils, power strip, extension cords, big tea & coffee dispenser, serving bowls, serving platters, Crockpot, baggies, etc. to use form year to year.

Following conference thank you cards will need to be sent no later then 10 days after conference.

**Exhibits:**

Ask for donations of handouts, sample products, coupons for at least 150 people. The Association will supply you with a donation letter to hand out to any vendor for proof of being "non-profit". You will also be given a Donation Collection Form to fill out with every donation you receive. You **must** document every donation. Anyone can exhibit that has something that child care providers could use. Examples include: Discovery toys, Costco, Sam's club, Tupperware, banks, liability insurance for day care, nutrition (food program), Avon, Mary-Kay, Beauty Control, Johnson & Johnson, Proctor & Gamble, Purell, Pampers, Huggies, Similac, and Enfamil. All exhibitors will need to donate at least one item for the silent action, which will in turn advertise for the exhibitor.

**Greeters:**

**Minimum of 2** Need to be at conference early so they can get the feel of the hotel and be able to answer questions of where the rooms are for meetings and where the hospitality room is and when it is open. First impressions mean everything. Professional, Professional, Professional. Welcome gift: mini lotions, soaps, hand sanitizer, mints, laminated business cards with board members names and cell phone numbers, ink pen. Check with the master donation list. Also check with hotel we are contracted with for any extras.

Position desired: \_\_\_\_\_

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_