



13th International CHARGE Syndrome Conference

July 27–30, 2017

Rosen Shingle Creek, Orlando, Florida

*Please Help Us Make This
Our Most Exciting Conference Ever!*



Greetings,

On behalf of the CHARGE Syndrome Foundation, I would like to personally invite you to consider volunteering at our biennial Conference to be held from July 27–30, 2017 at the Rosen Shingle Creek in Orlando, Florida. We're expecting a large number of attendees, including individuals with CHARGE, their family members and professionals. Volunteers play a huge role in helping to make it all happen.

The CHARGE Syndrome Conference provides an opportunity for families affected by CHARGE syndrome and the professionals who work with them to come together to learn from each other, share experiences and have some fun. For some, it is the very first time they will ever meet another child with CHARGE or meet another family who is experiencing the same issues. Volunteering at the conference is a great way to increase your volunteer experience while supporting the only national organization dedicated solely to serving people affected by CHARGE syndrome, the leading cause of genetic deafblindness. In addition to helping families experience the wonder of attending a conference, all volunteers will receive a personalized certificate suitable for framing.

Please read about the various volunteer opportunities on the next page to see what interests you, then fill out the volunteer application and send it in as soon as possible so we can begin scheduling. To learn more about CHARGE syndrome, please visit www.chargesyndrome.org.

I look forward to seeing you in Orlando

Joanne Lent

Joanne Lent, on behalf of the 2017 Conference Committee
joanne@chargesyndrome.org

How can you help at the Conference?

There are many areas where we can utilize your skills and assistance, including:

- Registration
- Camp
- Basket Raffle
- Saturday Night Party
- Sales Table
- ...and more

Whether you can help for a half day, a full day or multiple days, if you have at least four hours we would love to hear from you!

CHARGE Syndrome Foundation Mission:
We lead and partner to improve the lives of people with CHARGE syndrome locally, nationally, and internationally through outreach, education and research

Volunteer Schedule at a Glance

| | |
|--------------------|--------------------|
| Wednesday, July 26 | 8:00 am - 6:00 pm |
| Thursday, July 27 | 6:00 am - 9:00 pm |
| Friday, July 28 | 7:00 am - 9:30 pm |
| Saturday, July 29 | 7:00 am - 10:00 pm |
| Sunday, July 30 | 8:00 am - 4:00 pm |



13th International CHARGE Syndrome Conference

July 27–30, 2017

Rosen Shingle Creek, Orlando, Florida

Volunteer Opportunities

Registration

Registration begins on Wednesday and continues through Saturday. Duties in the registration area may involve:

- ♦ Registration set-up
- ♦ Bag/Materials Retrieval
- ♦ Facilitating attendee check-ins

Camp*

While parents are attending sessions, other family members can attend our camp. Campers engage in a variety of activities throughout the day. Duties may include:

- ♦ Assisting campers with crafts or other activities.
- ♦ Locating parents when needed
- ♦ Retrieving materials as needed
- ♦ Duties assigned by the camp provider company

**Camp volunteers must be 18 years or older. A background check will be required for all camp volunteers.*

Sales Table

Our sales table operates throughout the conference, beginning on Wednesday morning through Sunday at noon. Duties at the sales table might include:

- ♦ Morning set up of sales table materials
- ♦ Retrieval of materials as needed
- ♦ Selling materials
- ♦ Evening tear down of tables/materials

CHARGE-A-Palooza (Saturday Night Party)

On Saturday night, the conference goes into 'carnival mode' with our CHARGE-A-Palooza celebration party. Duties at the Saturday night event might include:

- ♦ Setting-up carnival games and prizes
- ♦ Entertaining attendees on the dance floor
- ♦ Operating carnival games and prizes
- ♦ Face painting

Silent Auction & Basket Raffle

The silent auction and basket raffle takes place on Saturday evening but the work begins well before the event. Duties may include:

- ♦ Soliciting items to be donated—**Start now!**
- ♦ Categorizing and organizing donated items
- ♦ Assisting with check out
- ♦ Assembling baskets (Wednesday and Thursday)
- ♦ Setting up tables and baskets
- ♦ Keeping tables organized

[Click here for the donation form and additional information](#)

Please complete the following application and return by one of these methods:

Mail:

CHARGE Syndrome Foundation
318 Half Day Rd. #305
Buffalo Grove, IL 60089

Email:

joanne@chargesyndrome.org

Fax:

1-888-317-4735



13th International CHARGE Syndrome Conference

July 27–30, 2017

Rosen Shingle Creek, Orlando, Florida

Volunteer Application

Contact Information

Name: _____

Phone: _____ Email: _____

Address: _____ City: _____

State/Province: _____ Country: _____ Postal Code: _____

T-shirt size:

(UNISEX)

Also attending conference? ☐ NO ☐ YES (Remember to register by June 1)

Availability - During which times are you available? (Please check all that apply)

| Day | Morning | Afternoon | Evening |
|--------------------|---------|-----------|---------|
| Wednesday, July 26 | | | |
| Thursday, July 27 | | | |
| Friday, July 28 | | | |
| Saturday, July 29 | | | |
| Sunday, July 30 | | | |

Interests - Please indicate in which areas you are interested in volunteering (Please check all that apply)

| | |
|--|--|
| Camp | |
| Sign language knowledge: <input type="checkbox"/> NONE <input type="checkbox"/> BEGINNER <input type="checkbox"/> ADVANCED | |
| Basket Raffle | |
| Registration | |
| Sales | |
| CHARGE-A-Palooza (Saturday evening event) | |
| Wherever Required | |



13th International CHARGE Syndrome Conference

July 27–30, 2017

Rosen Shingle Creek, Orlando, Florida

Volunteer Application

Special Skills/Qualifications/Previous Volunteer Experience

Summarize any special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports. Examples might include knowledge/experience with American Sign Language, first aid training, etc. Please use the back of this sheet if necessary.

Sign language knowledge: ☐ NONE ☐ BEGINNER ☐ ADVANCED

Person to Notify In Case of Emergency

Name: _____

Address: _____ City: _____

State/Province: _____ Country: _____ Postal Code: _____

Phone: _____ Email: _____

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed): _____

Signature: _____

Date: _____

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us.

Please download and return form by Email: joanne@chargesyndrome.org Fax: 1-888-317-4735 or

Mail: CHARGE Syndrome Foundation, 318 Half Day Rd. #305, Buffalo Grove, IL 60089