



“2023 Health Summit”

C.B. Pennington, Jr. Building Conference Center
 2328 Irene Dr, Baton Rouge
 October 3-4, 2023

**&
Partners**

Volunteer Application

**Complete & Return signed by Friday,
September 15, 2023 to:**

**LCHE: info@lahealthequity.org or
Team Leader: Regenia.taylor65@gmail.com**

Why Volunteer: You will network, gain information, and experiences to help move our state forward by joining with others in making the overall program a success. *Thank you...*

Organizations please compile and submit your groups’ volunteer information to LCHE by 09/15/2023.

Leaders contact: e-mail: _____ **Telephone:** _____

Referring organization’s name: _____

Last Name: (Print Please)	First Name: (Print)		
Address:	City:	State:	
	Zip Code:		
Telephone # Main:	Telephone # Other:		
Email:	Other Contact Information:		
Emergency Contact Name:	Emergency Contact Information – Telephone #'s, etc.:		
Approximate Age: Check one () 18-30 () 30-40 () 40-50 () 50 and over			
10/3 Time Available: Check one () Morning 7:30AM – 12:30PM () Afternoon Noon to 5:30 PM () Full day			
10/4 Time Available: Check one () Morning 7:30 AM – Noon () Afternoon Noon to 4:30 PM () Full day			
Clothing: Black and White: Tops should be free of slogans, logos and partisan wording/images. Professional casual w/comfort. Organizations’ official tops/jackets may be acceptable with approval.			
Volunteer Orientation Required Prior to Assignments: Starts: 7:30 AM & 12:00 PM Location _____			
Receive Assignments/Rolls and meet Team Leader, locations/areas to cover, etc.			
ID Badges			
Timekeepers’ cards, signage for postings, tape etc.			
Day 2 Lunch (Complimentary) Tickets			
Mobile phone for guidance (contact leader may need to have while volunteering)			
Volunteer Coordinator(s) Station Area			

As a volunteer of LCHE, I hereby agree to abide by the policies and procedures. I understand that I will be volunteering at my own risk and that the organization, and its employees and affiliates, cannot assume responsibility for any liability due to an accident, injury, or health problem which may arise from my performance. I agree that all the work I do is on a volunteer basis, and I am not eligible to receive any monetary payment or reward. I consent to the disclosure of my image, voice, etc. in connection with the event.

I understand that by accepting free conference registration and lunch, I am obligated to fulfill the position that I have been assigned. I also agree the above information is correct as of this date.

Volunteer’s Signature _____ Date _____

Assignments/Roles:

Indicate 1st & 2nd Choice(s)-You may volunteer for multiple roles in the time frames:

Assignment/Role	Skills Needed	Time	Location/Etc.	Chose Check Box	
				1 st .	2 nd .
External Parking. & Bldg. Doors: Front/Back Media/Press Rm.	Good Directional & Communications Facilitate, escorts Other Skills: _____	7:30am- 9:15am	Grounds/1 ^s Level Entrance Bldg. Signage/directions (Stand/walk for periods, assist arrivals), Information, guide		
Community Tables	Validate table registration, assist, escort, Other Skills: _____	7:30am- 1:00am	1 st Level Hallway validate registration for table, assist and guide, monitor area		
Reception Area(s)	Assist w/ activities Other Skills:	7:30am 5:30pm	Locations TBA Continental Breakfast Lunch		
Registration Area	Information Check in Attendees Validate reservations Assemble/Hand out Program materials, Guide, name tags, escort Other Skills:	7:30am- 4:30pm	2 nd Floor Lobby in front of Auditorium (Stand/sit and locate assistance)		
Auditorium	Good Communications Facilitate, Timekeeping, Monitors, Scribes Guides, Distribute materials, escort, troubleshooting Other Skills: _____	7:30am- 3:30pm	2 nd Level, Main Conference Rm. And Breakout session		
Breakout Sessions	Good Communications Facilitate, Timekeeping, Monitors, Scribes; Guides, Distribute materials Other Skills:	1:00pm – 2:15pm	TBA		
Afternoon Session	Good Communications Facilitate, Timekeeping, Monitors, Scribes Guides, Distribute materials:	12:30pm- 4:30pm	TBA		
Evening Reception	Good hostess skills, assist with serving, pick up and clean up	3:00pm 4:30pm	Reception area		
Pickup/Cleanup	Assist with removing banners, signage, etc.	4:30pm 5:30pm	Inside the bldg. and outside in the parking lot(s) directional signs		