



2018 Conference Volunteer Guidelines

As a 2018 California HR Conference Volunteer, the below guidelines will need to be adhered to and upon being selected to work a shift at the Conference, you will need to agree to all of the items below. If for some reason you are unable to comply with an item below, we ask that you refrain from signing up as a prospective volunteer. Thank you.

- Be prompt and on time to your assignment. If you are running late or unable to fulfill your shift as assigned, please contact us immediately.
- Attend any training that may be assigned to you for your assignment. **In-person training, if needed, will be assigned at a later date.**
- **Behave appropriately and courteously to everyone**, including PIHRA Staff, fellow volunteers, convention center staff, speakers, sponsors, exhibitors and **especially our attendees**. If given additional directions or requested to provide additional support by any one of PIHRA's Staff, please comply. Any negative behavior or refusal to perform duties as assigned will result in an early dismissal, and you will no longer be allowed to volunteer at future PIHRA Home Office activities.
- Unless otherwise instructed, dress code will be business casual attire. **Please wear comfortable shoes, as you may be standing for long periods of time.** No sweat suits, shorts, sandals or flip flops will be permitted. You will be provided with a volunteer shirt to wear while you are volunteering. If proper attire is not worn, you will not be allowed to volunteer.
- While you are working your shift, you may need to use your mobile phone to access the conference app. However, volunteers observed texting or taking personal phone calls will be dismissed from their role. If you need to make an emergency personal phone call, please notify us so that we cover your shift while you take care of your call. Excessive phone calls and/or texting will lead to early dismissal.
- While volunteering, you are to remain in the role you have been assigned and be engaged in the area in which you are stationed. If you leave your assigned area it will be assumed that you have abandoned your shift and you will be dismissed as a volunteer. Please do not visit Expo Hall/Marketplace while you are volunteering, unless you have been assigned in that area.
- Be courteous, helpful and friendly to all attendees, exhibitors, sponsors and speakers that may come your way, or seek assistance. We want to make them as warm, happy and welcomed as possible. Resourcefulness, kindness, and a willingness to go above and beyond are highly sought after attributes for our volunteers.
- Please note that PIHRA strives to serve its members in various ways throughout the year. Volunteer opportunities are one way in which we can assist our in-transition members and student members create or maintain relationships within the HR community. Therefore, preference is given to applications received from in-transition members and student members, followed by professional members.
- Only PIHRA's Staff can approve your request to be dismissed early. If your shift ends earlier than expected, please check with PIHRA Staff to see if assistance may be needed in other areas. If you leave your assignment without proper notification or authorization, you will no longer be allowed to volunteer at future PIHRA Home Office activities and you will be charged the onsite rate of a one-day conference registration.