



Dear NARHA member:

As you know NARHA will turn 40 this year and you won't want to miss out on the excitement of being a part of this year's National Conference and Annual Meeting. What you may not know is the success of this event depends on many volunteers to give of their time and talents doing a variety of tasks throughout the conference. We need people willing to volunteer in shifts of two or four hours (more if possible) throughout the week. In this document you will find the [Volunteer Contact Information](#) form and job descriptions. Please choose the day and time you would like to help as well as the type of assignment you would prefer. I will do my best to match volunteers to their requests.

You can send the form back by email to narhaval@gmail.com, or ridingunlimited@aol.com. You can also fax it to Pat at Riding Unlimited (940) 479 2018 or you can mail it to 9168 T.N. Skiles Road Ponder, TX 76259

Should you have any questions or concerns please send them to narhaval@gmail.com and I will be glad to help.

Thank you in advance for your support in making this event a success!

Sincerely,

Patricia Dellemann

Volunteer Coordinator for the NARHA 2009 Conference

NARHA National Conference 2009

VOLUNTEER CONTACT INFORMATION

Name _____

Mailing address _____

Center Represented _____

Email address (please print clearly) _____

	<u>Best Time to Call</u>
Home phone _____	_____
Cell _____	_____

Preferred Form of Contact Email Home Cell

Days / Hours available (please include all that apply)

	6:00 a.m. – noon	Noon – 6:00 p.m.	6:00 p.m. -10 +
Tuesday Nov. 17 th	_____	_____	_____
Wednesday Nov. 18 th	_____	_____	_____
Thursday Nov. 19 th	_____	_____	_____
Friday Nov. 20 th	_____	_____	_____
Saturday Nov. 21 st	_____	_____	_____

Preferred type of assignment;

First choice _____

Second choice _____

Third choice _____

Please see volunteer job descriptions on next page.

JOB DESCRIPTIONS

Registration Desk Volunteer

Hand out conference registration packets and goodie bags. Any registration issues will be deferred to NARHA staff.

Silent Auction Volunteer

Monitor silent auction tables and items, assist attendees with questions.

Room Monitor for Educational Tracks

These volunteers may be asked to introduce the speaker (unless the speaker prefers to do it themselves), welcome attendees, distribute handouts and evaluation forms, assist with lights and audio visual etc., (any AV problems will be handled by NARHA staff members).

Merchandise Booth

Assist NARHA staff with the sale of merchandise, restocking tables, sorting and searching for sizes, and answering questions. Only NARHA staff will handle actual sale.

Bus Monitors

Help Horse Fair attendees board buses and provide related handouts.

Please fill out top portion and return to:

Pat Dellemann at Narhaval@gmail.com or Ridingunlimited@aol.com.

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