

**Center for Nonprofit Excellence  
Ninth Annual Nonprofit Leadership Conference and Awards Luncheon  
October 21, 2009 @ Galt House West**

**Available Volunteer Positions**

**Registrar**

We are expecting around 250 participants and 60 exhibitors for the event. Our registrars will ensure that event registration goes smoothly by checking-in exhibitors, attendees and speakers. Key duties will include setting up and breaking down registration areas, handing out nametags and materials, and completing on-site registration.

**Documentarian**

Our documentarians will be taking candid digital photos and quick videos of conference happenings. We need volunteers who are familiar with digital cameras and willing to approach conference attendees, exhibitors, and speakers and capture their participation visually.

**Greeters**

Several smiling up-beat persons are needed to serve as experience managers. The duties of these positions are to greet conference attendees, provide logistical support, and provide directions and information to conference attendees. Experience managers will also help collect session evaluations, thank you notes and final evaluations

**Room Managers**

This year CNPE offers four learning tracks as part of the annual conference. Our session emcees will introduce speakers, handout materials and evaluations, collect evaluations, and assist the speaker in the Q & A process.

**Introductions**

These individuals will welcome the participants to the session and introduce the presenters.

**Key Information**

- Volunteers are asked to report to the conference 20 minutes prior to their shift
- Volunteers are asked to attend an orientation meeting on October 13 at 8am at the CNPE offices located at 323 W Broadway, Louisville, KY
- Business casual attire is required and volunteers are encouraged to wear comfortable shoes
- Volunteers are invited to attend the conference at no charge, if you plan to stay for the full day, you must let us know by October 16
- Pyramid Award Luncheon and parking expenses at the Galt House are not covered, keep in mind that students have access to free TARC transportation
- Volunteers may attend Luncheon at the member rate of \$55.

**Contact Merv Antonio at [mantonio@cnpe.org](mailto:mantonio@cnpe.org) or (502) 618-5328 to sign up!**