

CHAPTER RESPONSIBILITIES FORM

PART 1 OF 2

See “Spring Highlights” mailing for deadline, update, address and fax #.

SCHOOL NAME: _____ ADVISOR(S) NAME(S): _____

Duties with * mean the volunteer cannot be in events or be a voting delegate, candidate or workshop presenter.

Please type or print name clearly because we will type those names in our program.

When needed	Duties	Info. about duties/requirements/restrictions	Name of Volunteer(s)	Adult or Student	Grade
Night before & Day 1	Registration	One adult and six students.			
Day 1	Site guide	Two adults & 8 students; must arrive the night before; will guide chapters at registration.			
Day 1	*Full-Time Runner	7 th to 12 th grade.			
Day 1	Hands-on coordinator	An adult without a large group of students. Help set-up, help to supervise and keep participants moving from table to table.			
Day 1	Workshop host	Introduce speaker, help speaker, give attendance stamps			
Day 1	*Hands-on assistant	Help presenters, give attendance stamps.			
Day 1	Sale table	Help with fundraising table.			

When needed	Duties	Info. about duties/requirements/restrictions	Name of Volunteer(s)	Adult or Student	Grade
Day 1	Ushering general session	8 members and 1 or 2 adults.			
Day 1, afternoon	Pool supervisor	Adult only, help supervise with lifeguard.			
Day 1, evening	Pool supervisor	Adult only, help supervise with lifeguard.			
Day 1	Dance supervisor	4 adults to supervise the dance: 2 for 1 st half, 2 for 2 nd half.			
Day 1	Ice cream party	4 adults needed to serve ice cream.			
Day 2	Sale table	Help with fundraising table.			
Day 2	Workshop host	Introduce speaker, help speaker.			
Day 2	Ushering for awards session	4 students and 1 or 2 adults.			
Day 2	Ushering for banquet session	8 members and 1 or 2 adults.			
?	Extra request from mailing				

COMMENTS: