



2010 MCEA CONVENTION VOLUNTEER SCHEDULE

Once again this year we are asking for your assistance inviting members of your organization to volunteer at our MCEA Convention. Without the dedicated assistance of our volunteer helpers, the convention could not provide the quality of service that participants, speakers and vendors have come to appreciate. Because many of you have provided volunteers for past conventions, we have been able to contain costs and kept registration fees low.

Thank you, in advance, for providing volunteers from your organization to assist in one or more of the opportunities listed below. Please send us the names of persons wishing to volunteer from your organization. Also provide their name and **summer** email and mailing address. Our office will confirm the details of each assignment directly with the volunteer. You may return this form by one of the following methods:

- ❖ FAX: 651-227-2675
- ❖ MAIL: MCEA Volunteers, 475 University Ave. W., St. Paul, MN 55103
- ❖ EMAIL: Visit our MCEA website (www.mncatholiced.org) to obtain an electronic version of this form and email your completed form to sconlin@mncc.org

Organization/School/Parish Name: _____

Street Address: _____

City/Zip: _____

Telephone: _____ **Email:** _____

Person Completing this Form: _____

Greeters: 8:00-9:00 a.m. Monday, August 23

Volunteer Name	Summer Mailing Address	Summer Email Address
1.		
2.		
3.		

Greeters: 9:00-10:00 a.m. Monday, August 23,

Volunteer Name	Summer Mailing Address	Summer Email Address
1.		
2.		
3.		

Registration Booth: 8:00-9:00 a.m. Monday, August 23

Volunteer Name	Summer Mailing Address	Summer Email Address
1.		
2.		
3.		

Registration Booth: 9:00-10:00 a.m. Monday, August 23

Volunteer Name	Summer Mailing Address	Summer Email Address
1.		
2.		
3.		

Eucharist Ministers: 5:45p.m. Liturgy, Monday, August 23

Volunteer Name	Summer Mailing Address	Summer Email Address
1.		
2.		
3.		

Liturgy Ushers/Greeters: 5:45p.m. Liturgy Monday, August 23

Volunteer Name	Summer Mailing Address	Summer Email Address
1.		
2.		
3.		

Workshop Host: *Morning Session, Monday, August 23*

Volunteer Name	Summer Mailing Address	Summer Email Address
1.		
2.		
3.		

Workshop Host: *Afternoon Session, Monday, August 23*

Volunteer Name	Summer Mailing Address	Summer Email Address
1.		
2.		
3.		

Workshop Host: *Morning Session, Tuesday, August 24*

Volunteer Name	Summer Mailing Address	Summer Email Address
1.		
2.		
3.		

Confirmation will be sent for those assigned particular tasks.

- Registration volunteers and Greeters will be asked to report to the **MCEA Registration Booth** of the Duluth Entertainment & Convention Center (DECC) fifteen minutes before the start of their scheduled shift. Specific instructions will be provided at that time.
- Workshop Hosts will be asked, upon arrival at the DECC, to report to the **MCEA Registration Booth** to pick up registration packets and to pick up workshop hosting packets. Specific instructions will be provided at that time.
- Liturgy volunteers will be asked to be at the Auditorium by 4:15p.m. and will receive instructions directly from the Liturgist.

Send form to: MCEA Convention Volunteers, 475 University Ave. W., St. Paul, MN 55103; fax 651-227-2675. Visit the MCEA website (www.mncatholiced.org) for an electronic form and email it to sconlin@mncc.org