(template only)

REGISTRATION				
Responsibilities: hand out registrations to pre-registered and on site registered people, collect registrant info and money, collect lost and found items, provide convention related info, contact committee member on duty with any issues or questions				
Day	**Hour**	**Volunteer Name**	**Phone Number**	**Committee Member/ Contact Person**

(template only)

MERCHANDISE				
Responsibilities: collect money for merchandise on sale, replenish merchandise table as needed, contact committee member on duty with any issues or questions				
Day	**Hour**	**Volunteer Name**	**Phone Number**	**Committee Member/ Contact Person**

(template only)

HOSPITALITY				
Responsibilities: replenish snacks and coffee as needed, help to keep room tidy, help to maintain an atmosphere of recovery, contact committee member on duty with any issues or questions				
Day	**Hour**	**Volunteer Name**	**Phone Number**	**Committee Member/ Contact Person**

(template only)

SERENITY KEEPERS				
Responsibilities: welcome convention attendees, help to maintain an atmosphere of recovery, answer questions about meeting room locations, direct registrants to correct areas if needed, contact committee member on duty with any issues or questions				
Day	**Hour**	**Volunteer Name**	**Phone Number**	**Committee Member/ Contact Person**