NBMBAA® 41st Annual Conference & Exposition

TRANSCEND THE POWER of YOU

Empowered to Lead, Equipped to Succeed

Houston, TX | September 24 - 28, 2019

GUIDE FOR CONFERENCE COLLEGIATE VOLUNTEER PARTNEERS

Collegiate Volunteer Guide At-A-Glance

Conference Location

This year Houston will be the host city for the **41st Annual Conference and Exposition presented by NBMBAA®.** The hub for most of our programming and events will take place at the **George R. Brown Convention Center 1001 Avenida de las Americas Houston, Texas 77010. Volunteer Operations will also be housed at this location in room GRBCC - 330AB.** Conference dates are Tuesday, September 24, 2019 - Saturday, September 28, 2019. However, volunteer opportunities/assignments may start as early as Sunday, September 22, 2019.

Getting Started

All volunteers should be registered before volunteering. If you have not signed up on-line to volunteer, please use the link below to get to the registration landing page:
https://nbmbaa.org/conference-volunteer/ (This site will be live by May 24, 2019).

Dress Attire

Students are requested to wear business attire at conference at all times. If you don't have a business suit, you must wear dark dress slacks and dress shirt with tie for males. For women, you should wear dark dress slacks, skirt and blouse or business dress. Shoes should be dark color dress shoes that are comfortable. Keep in mind Dress for Success is an affordable way to start to build your business attire.

Student Volunteer Orientation

This will be pre-conference to include an opportunity to represent your school by getting the most student volunteers to come out in school attire. You will receive a brief orientation covering your volunteer role, documenting your time & rewards/perks. This will be our final pre-conference volunteer collegiate engagement and registration on-site at this event!

*The volunteer orientation information will be reviewed again on the day of your first volunteer assignment.

Arrival to Conference

- Please report to the volunteer office by 45 minutes before the start of your assignment.
- Transportation once onsite will be provided if you are required to volunteer at opportunities not held at the convention center.
- Transportation is not provided to the Conference.

Collegiate Volunteer Guide At-A-Glance

Student Volunteer Sign-in and Sign Out

- Report to Volunteer Office.
- Make the office staff aware of the school you are representing.
- Sign-in to the Volgistics Volunteer System.
- You must have a valid pin number to use the Volgistics System (use this link to check your pin number: https://www.volgistics.com/ex/portal.dll?FROM=31527

Student Volunteer Assignments

- Self-scheduling: You are given the option to self-schedule for volunteer assignments that best fit your school and work schedule. Self-scheduling will open July 22, 2019. You will receive an reminder email in advance.

- To access self-scheduling use this link below: https://www.volgistics.com/ex/portal.dll?FROM=31527

- This link can also be used to reset your pin number.

- Special Assignments: You may also be selected for special assignments that include attending workshops. You MUST be in full business attire for these assignments.

Conference Access

- Your access to conference will include the assignments you work and the career fair on Thursday and Friday. When you are not working an assignment, you must report back to the volunteer office.

Student Volunteer Snacks

- Snacks & drinks will be offered all day long in the Volunteer Office.

All food/snacks & drinks provided by NBMBAA® or its' constituents must be eaten in the room and cannot be taken out or supplied to others.

NBMBAA® 41st Annual Conference & Exposition

TRANSCEND THE POWER of YOU

Empowered to Lead, Equipped to Succeed

Houston, TX | September 24 - 28, 2019

Collegiate Volunteer Guide At-A-Glance

NBMBAA® 41st Annual Conference & Exposition
TRANSCEND THE POWER of YOU
Empowered to Lead, Equipped to Succeed
Houston, TX | September 24 – 28, 2019

Collegiate Roles/Responsibilities

Staff/Faculty Role	Student Ambassadors Role	Student Volunteer Role
o Attend Information/Engagement Sessions as scheduled. o Submit Intention to Participate Agreement. o Provide names of potential Student Ambassadors & student organizations. o Provide space for on-campus meetings/recruitment events/activities. o Participate in monthly conference calls. (this can be a designee)	o Sign-up students for information sessions & attend the sessions when possible. o Promote conference volunteer recruitment. o Assist school in reaching volunteer recruitment goal. o Register to volunteer. o Assist in planning & attend student recruitment socials when possible. o Volunteer at Conference	o Commit to one full- day to volunteer (8am to 5pm) or select hours that best fit your schedule. o Attend Rep Your School Collegiate Volunteer Engagement & Orientation o Work assigned/self-selected volunteer opportunities.
Staff/Faculty Perks	**Student Ambassadors Perks**	**Student Volunteer Perks**
1-2019 NBMBAA® Premium Conference Registration Conference Polo Shirt	Access to Career Expo Thursday & Friday (Standard Pass Registration) Conference Polo Shirt	Access to Career Expo Thursday & Friday Conference Polo Shirt
1-Free ticket to Friday Night Concert	Pre-Conference Resume Posting 1-Year FREE NBMBAA® Student Membership Or 1-2020 NBMBAA® Premium Conference Registration	Raffle entry to win one of three prizes: One-Year NBMBAA® Student Membership 2020 NBMBAA® Premium Conference Registration 2020 Standard Pass Registration (Career Expo Only Registration)
1-Year NBMBAA® Membership Or 1-2020 NBMBAA® Premium Conference Registration	Leadership Development Experience On-site Resume Review, Interview Coaching, & Info Sessions	Business Industry Exposure On-site Resume Review, Interview Coaching, & Info Sessions

Overall School Benefits/Perks:

1. All participants will be provided daily snacks and drinks.
2. School with the highest number of volunteer representation will be featured on the 2020 Volunteer Conference website.
3. Select conference access.
4. Select photo opportunities.
5. Fulfillment of community service requirements.
6. Local career development services provided by the NBMBAA® Chapter.

To be entered for the raffle, you must have recorded volunteer hours during the 2019 conference and present the day of the raffle. Raffle drawings will be on Wednesday, September 25th, Thursday, September 26th, and Friday, September 27th.

Collegiate Volunteer Guide At-A-Glance

NBMBAA® 41st Annual Conference & Exposition
TRANSCEND THE POWER of YOU
Empowered to Lead, Equipped to Succeed
Houston, TX | September 24 - 28, 2019

COLLEGIATE REWARDS BY ROLES

COLLEGIATE VOLUNTEER REWARDS

- ❑ **2019 access to the career expo floor on Thursday and Friday**
- ❑ **2019 select conference opportunities (i.e. seat fillers in workshop/sessions & luncheons)**
- ❑ **Self-scheduling for opportunities of interests**
- ❑ **Volunteer opportunities that often align with career interests**
- ❑ **Resume Posting**
- ❑ **Career Development information sessions**
- ❑ **Conference Polo Shirt**

Entry into raffle drawing for:

- ❑ **One-1 Year NBMBAA® Membership (Wednesday Raffle)**
- ❑ **One-2020 NBMBAA® Standard Pass Registration-Career Expo Only Registration (Thursday Raffle)**
- ❑ **One-2020 NBMBAA® Premium Conference Registration (Friday Raffle)**

COLLEGIATE STAFF/FACULITY COORDINATOR REWARDS

- ❑ **2019 access to the career expo floor on Thursday and Friday**
- ❑ **Conference Polo Shirt**
- ❑ **2019 NBMBAA® Premium Conference Registration**
- ❑ **2020 NBMBAA® Premium Conference Registration Or 1-One-Year NBMBAA® Membership**

COLLEGIATE STUDENT AMBASSADOR REWARDS

- ❑ **ALL COLLEGIATE VOLUNTEER REWARDS PLUS:**
- ❑ **One-2020 NBMBAA® Premium Conference Registration**

  Or 1-One-Year NBMBAA® Membership

COLLEGIATE PERKS & BENEFITS

- ❑ **Collegiate participation acknowledgment.**
- ❑ **The Collegiate Partner with the most student volunteers, that actively work, will be featured on the 2020 Volunteer Conference homepage as Collegiate Volunteer Partners of the Year.**
- ❑ **Local Chapter may provide career development support for students.**
- ❑ **School branding opportunities through select photo ops.**
- ❑ **Can fulfill community service requirements.**

Collegiate Volunteer Guide At-A-Glance

The National Black MBA Association® (NBMBAA®) is dedicated to the enhancement and development of educational and economic empowerment for minorities. Participation in the organizations' programs and events are subject to the observance of the organizations' rules and procedures. ***The activities outlined below are strictly prohibited.*** Any volunteer or participant who violates this Code is subject to discipline, up to and including removal from the program or event and/or any future involvement.

The NBMBAA® Code of Ethics covers a wide range of business practices and procedures. It does not cover every circumstance that may arise, but it sets out basic principles to guide all volunteers of the organization. All of our volunteers must conduct themselves according to the guiding principles of the Code of Ethics and seek to avoid even the appearance of improper behavior. The code should be thoroughly reviewed, signed, and followed by all volunteers of the organization.

This code adheres to all local, state and federal laws. If a common practice conflicts with this Code, it is the responsibility to report all violations immediately to the Executive Leadership of both the NBMBAA®. Volunteers are responsible for understanding the requirements that apply to their volunteer assignments or duty as a representative of the NBMBAA®.

Those who violate the standards in this Code will be subject to progressive disciplinary action, up to and including possible termination of volunteer status. Furthermore, violations of the Code of Ethics may also be violations of the law and may result in civic or criminal penalties.

VOLUNTEER CODE OF ETHICS

- Must carry out all duties and activities in a manner consistent with maintaining the good reputation of the NBMBAA® and its ability to pursue our mission.
- When dealing with clients, participants, staff members, or volunteers, will hold themselves free of any interest, influence or relationship regarding any professional activity that could impair professional judgment or objectivity.
- Abusive language towards a staff member, volunteer or another participant is strictly prohibited and may result in the removal from the volunteer team.
- Possession or use of illegal drugs or the abuse of alcohol as deemed by the standards of intoxication on NBMBAA® property or events or reporting to the program or event while under the influence of drugs or alcohol may result in immediate removal from the volunteer team.
- Bringing onto NBMBAA® property or event site, dangerous or unauthorized materials such as explosives, firearms, weapons or other similar items will result in the immediate removal from the volunteer team and may result in police involvement.

Collegiate Volunteer Guide At-A-Glance

VOLUNTEER CODE OF ETHICS...CONT'D

- Discourtesy or rudeness to a fellow participant, staff member or volunteer may result in the immediate removal from the volunteer team.
- Verbal, physical or visual harassment of another participant, staff member or volunteer will result in the immediate removal from the volunteer team and may result in police involvement.
- Actual or threatened violence toward any individual or group will result in the immediate removal from the volunteer team and may result in police involvement.
- Ethics endangering the life, safety, health or well-being of others will result in the immediate removal from the volunteer team and may result in police involvement.
- Failure to follow any organization policy or procedure may result in the immediate removal from the volunteer team.
- Bullying or taking unfair advantage of any participant may result in the immediate removal from the volunteer team.
- Failing to cooperate with a supervisor or project leader may result in the immediate removal from the volunteer team.
- Removal or distribution of NBMBAA® goods and/or property without authorization from NHQ may result in removal from the volunteer team.
- Must abide by the principles laid out in the Code of Ethics for the organization, and comply by all by-laws, regulations, resolutions, and rules of professional ethics of the organization.

I have read, and I understand the NBMBAA® Code of Ethics. I agree to abide by the code of ethics described above and understand that I may be removed as a volunteer or participant if I violate any of these rules.

Signature_____Date _____

Witness_____Date _____

We thank you for your willingness to serve!