



43rd Annual Conference & Career Expo
September 14 - 18, 2021

**Renew,
Refresh
& Reset.**

NBMAA® 43rd Annual Conference & Career Expo



GENERAL VOLUNTEER CONFERENCE GUIDE 2021

VOLUNTEER OFFICE INFORMATION:

OFFICE LOCATION:

McCormick Place, West Building |Chicago, IL. | Room: TBA

On-site Office Hours:

Monday, Sept. 13th | 7:30 pm – 9 pm CT
Tuesday-Friday | 7:00 am – 8:00 pm CT

Digital Office Hours:

****For use by digital volunteer only!***

Saturday, September 11th | 5:30 pm – 8:00 pm CT
Sunday, Sept. 12th | 7:30 pm – 9:00 pm CT
Monday, Sept. 13th | 3:00 pm – 7:00 pm CT
Tuesday-Friday | 7:30 am- 6:00 pm CT

Zoom Link will be provided via email.

***CONFERENCE VOLUNTEER REGISTRATION IS OPEN
NOW!***

ALSO:

**On-site & digital volunteer registrations will be open following
Volunteer Orientations on the Volunteer Office & in the Zoom Office**

Get your choice of the best volunteer assignments, register early!

**You do not have to be a Member of
the National Black MBA Association to volunteer.**

GENERAL VOLUNTEER ORIENTATIONS

For In-Person Volunteers Only:

Sunday, September 12th – 3:00 pm – 4:30 pm CT
Monday, September 13th – 6:00 pm – 7:30 pm CT

For Digital Volunteers Only:

Saturday, September 11th -4:00 pm-5:30 pm ET
Sunday, September 12th – 6:00 pm – 7:30 pm ET

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SECTION 1: VOLUNTEER GUIDELINES AND PROCEDURES

Volunteers are an essential component in the execution of our conference; they fulfill a number of functions that are important to the overall conference execution. We appreciate the significant contributions that volunteers make annually to the success of our conference.



This year we will be hosting a hybrid conference with in-person conference and career expo dates running from Tuesday, September 14th-Thursday, September 17th and digital conference dates going from Wednesday, September 15th- Thursday, September 17th. This will be followed by a digital career fair on Tuesday, September 21st and Wednesday, September 22nd. Therefore, we are recruiting volunteers to work the digital conference from the comfort of their own home. This is also perfect for volunteers who do not have time to travel or who are bouncing back financially from COVID-19, to still get involve and leverage relationships and exploit professional opportunities through volunteering virtually. (See Section 5: Digital Conference Volunteer).

We are delighted that you have chosen to join the team of exceptional volunteers who will be contributing to the success of the 43rd Annual Conference & Career Exposition.

Thank you for your willingness to serve as a NMBAA® conference volunteer!

VOLUNTEER REGISTRATION

Online Volunteer Registration launches with the Conference Registration on Tuesday, June 1, 2021.

On-site Volunteer Registration begins on Monday, September 13, 2021 at the Volunteer Office Digital Volunteer Registration support in Zoom Space starts Saturday, September 11, 2021

We utilize the Volgistics Volunteer Online System for Volunteer Registration, Deployment of Volunteers and Tracking Volunteer Hours, for all volunteers.

You may access Volunteer Registration by Clicking Here: <https://nmbaa.org/conference/>

****You do not have to be a member of the NMBAA to volunteer!***

- Step 1: Please complete the entire online volunteer registration form.
- Step 2: You will receive a “**Confirmation Thank You**” email.
- Step 3: Prior to the conference, you will receive an email containing your **SIGN-IN PIN NUMBER. This will allow you to check your Volunteer Assignment Details.** *You will be required to use this PIN to sign-in/out for volunteer assignments.* We ask that you get familiar with the content and bring the guide to the **Volunteer Orientation.**
- Step 4: Review Volunteer Assignment Details and bring a copy with you to the Volunteer Orientation on-site or have it available for your zoom orientation if you are a digital volunteer.
- Step 5: Contact volunteer@nmbaa.org if you do not receive additional communication regarding your volunteer pin number by the first week of September. **You will also receive weekly emails from us starting in the month of July. Take this opportunity to also update us on any changes to your commitment to volunteer.**
- Step 6: Attend one of the Volunteer Orientation Sessions for your volunteer status. (see schedule on next page.)

VOLUNTEER OPERATIONS:

Volunteer Team Leaders (VTLs) are assigned to assist in managing volunteer opportunities. You will be assigned to a VTL to assist you in understanding guidelines. Your assigned VTL will assist you in fulfilling your volunteer responsibilities.

Volunteer related meetings, information, and deployment for volunteer opportunities will take place in the **conference volunteer operations office for in-person volunteers and in the zoom digital office for digital volunteers**. This location will be made available at a later date.

On-site Office Hours:

Monday, Sept. 13th | 7:30 pm – 9 pm CT

Tuesday-Friday | 7:00 am – 8:00 pm CT

McCormick Place-West Building 2301 S Prairie Ave | Chicago, IL 60616 | Room: TBA

Digital Office Hours:

****For use by digital volunteer only!***

Saturday, September 11th | 5:30 pm – 8:00 pm CT

Sunday, Sept. 12th | 7:30 pm – 9:00 pm CT

Tuesday-Friday | 7:30 am- 6:00 pm CT

Digital Zoom Office Link will made available on Friday, September 10, 2021.

Please direct all questions to the volunteer email address: volunteer@nbmbaa.org

Volunteer Orientation Options:

There will be Volunteer Orientation options during the week of Conference. Volunteers are **required to attend only one of the following volunteer orientation sessions**.

For In-Person Volunteers Only:

Monday, September 13th – 11:00 am – 12:30 pm CT

Monday, September 13th – 6:00 pm – 7:30 pm CT

Tuesday, September 14th – 6:30 pm – 8:00 pm CT

For Digital Volunteers Only:

Saturday, September 11th -4:00 pm-5:30 pm CT

Sunday, September 12th – 6:00 pm – 7:30 pm CT

When to Arrive to Volunteer?

All volunteers should arrive **45 minutes** prior to your assignment to sign-in. Volunteer sign-in is held in the Volunteer Office on-site and **in the digital office for digital volunteers** (*Digital Volunteers skip to Section 3 for more details for digital volunteering*), unless otherwise advised. Failure to arrive 45 minutes prior to working your assignment puts you at risk of **losing your assignment to someone on the Opportunities Waiting Listing**. Also, note you must sign-in and out of assignments to get credited hours for volunteering.

Attire:

All volunteers should wear black or dark colored slacks or skirts. You will be given a volunteer polo shirt to wear throughout the week during your shifts. Please bring comfortable shoes to wear.

NOTE: There are some volunteer assignments that will require **wear business attire**. Please be prepared by wearing black or dark colored suits or dresses.

Volunteers will change into their polo shirt in the nearest restroom. As an expression of appreciation, you may keep the conference shirt(s) as a memento, after working your assignments. No jeans, baseball caps, hats, or athletic wear will be permitted.

IN-PERSON SIGN-IN /SIGN-OUT PROCEDURES:

1. Upon arrival, proceed to the **Volunteer Office** to sign-in and to receive a briefing from your Volunteer Team Leader (VTL).
2. While in the **Volunteer Office**, stop by the **deployment station** for a listing of available opportunities for the day. **You may also proceed to volunteer registration booth to self-register at the kiosks or you may use the registration computer in the Volunteer Office.** *Please note, you must attend a briefing for each assignment you have selected.*
3. **SIGN-IN:** Volunteers will sign-in at the kiosks located in the Volunteer Office. You will simply need to type in your pre-assigned ID number. Only sign-in to the most current assignment you are scheduled to work. **NOTE: You may not sign- in more than 30 minutes before your scheduled shift.**
4. **After signing in**, the Volunteer Team Leader (VTL) on-duty will conduct a briefing and go over the job descriptions for your assignment. In addition, they will ensure that you get; a volunteer assignment badge, shirt, and any other pertinent materials that you may need.
 - Volunteers must wear the conference polo shirt and badge **at all times** throughout their shift.
 - Volunteers must change in and out of their volunteer shirt in the nearest restroom.
 - Volunteers who will need to wear business attire based on specific assignments, will be instructed by the VTL. This information is also post on the opportunity's selection site and will appear in the comment section prior to you selecting the assignment pre-conference.
 - The VTL will conduct a brief review of job description with his/her team before directing the Volunteers to their assignment.
 - **Volunteers must work the entire timeframe of the shift they select. You may not leave early or come late. Thank you in advance for abiding by this time requirement for volunteering.**
 - The VTL will randomly check-in with Volunteers during their shift to assist in troubleshooting.
 - The VTL will also return to escort all Volunteers back to the Volunteer Office to sign-in
 - If you are during back-to-back assignments your VTL will give you further instructions.
5. During your shift, please be professional, helpful, and courteous at all times. Some assignments will require standing the entire shift and/or may not allow for a food break.
6. After you have completed **each shift**, you **MUST** return to the **Volunteer office to sign- out and return all badges.** (Those who fail to do so **will not be given credit for hours worked** for that shift (no exceptions). In some cases, you will be instructed to sign-in and out with your assigned VTL.

Badge Coding:

Volunteers will receive a badge color coded for the day, which will display their assignment. The badge must be worn at all times during the shift. **For Security reasons, you are never to report to an assignment without a badge.** All badges must be returned to your VTL or to the Volunteer Office at the end of each shift. **NO EXCEPTIONS.**

Conference Access:

On-site Volunteers, you will **only** have access, **as a volunteer**, to the events, sessions, or activities that **you work** and at the time, you are working. **Once you have completed your shift you are to report back to the Volunteer Office and sign-out. Your VTL will meet you at the end of your assignment, please do not leave your assignment before your VTL gets there.** You are welcome to stay in the Volunteer Office if you are working another shift the same day or would like to pick-up additional assignments.

Please note if you are not registered for any conference events on the day you are volunteering; **THERE ARE NO FREE EVENTS, SESSIONS OR ACTIVITIES** for you to participate in during or after conference hours.

SAMPLE OF DAILY CONFERENCE IN-PERSON VOLUNTEER OPPORTUNITIES

Volunteers who did not get a chance to self-select volunteer opportunities will be given priority on-site, for available volunteer opportunities. These volunteers must report to the deployment station in the volunteer office any time after Monday's orientation and during volunteer office hours. **See 2021 Conference Programming to see actual events, programs, and activities volunteers may support this year:** <https://nmbmaa.org/program-2/>

Wednesday, September 26, 2018	Shift Time All Times Listed are local to Chicago (CT)	Volunteers Needed	Location	Room	On-Site Lead	Notes
Breakout Session AM	10:00 am- 12:00 pm	10	COBO	252	Terra Winston	Business Attire
Speaker Ready Room	9 am-5 pm	4	COBO	321	Terra Winston	Business Attire
Speaker Ready Room- Breakout Session PM	2:30 pm- 4:30 pm	10				
Leadership Lab	1 pm-5 pm	12	COBO		Terra Winston	Business Attire
Gold Key-Event	1:30 pm to 5:30 pm	30	COBO	Ambassador Ballroom	Terra Winston	
Gold Key Reception						
General Registration-OSU ONLY (Special Training if Missed)	7:00 am - 10:00 am	2	MARRIOTT	MACKINAC BALLROOM	Dave Harrison	OSU Students ONLY
	10:00 am - 2:00 pm	2				
	2:00 pm - 6:00 pm	2				
Fitting in Fitness	6:30 am - 8:00 am	2			Michelle Williams	
CPD 1-on-1 Registration	9:00 am-1 pm	1	COBO	331	Elaine Richardson	Business Attire
	1-5 pm	1	COBO	331		
Public Relations (PR)	11:00 am - 3:00 pm	8	COBO	142A	Kim Byer Clark	
Welcome Reception - Setup	4:00 pm - 8:00 pm	8	Offsite	Detroit Opera House	Megan Fritze	Business Casual (Will get a t-shirt from site lead)
Welcome Reception - Event Support	7:00 pm - 11:00 pm	10				
Welcome Reception-Event	8 pm-11 pm	12	OFFSITE	Detroit Opera House	Yvonne McNair	
Conference App Help Desk	8:00 am-5 pm	2			Elaine Richardson	
SPEAKER DESK	7:00 am - 11:00 am	2	COBO	ATRIUM		
	11 am -2pm	2				
	2 pm - 6 pm	2				
Gold Key Expo	1 pm-5:30 pm	6	COBO		Michelle Williams	Business Attire

IN-PERSON VOLUNTEER ROLES & RESPONSIBILITIES

Volunteers are asked to take on a variety of critical roles and responsibilities at the 43rd Annual Conference & Career Exposition. Some of the overarching roles and responsibilities will be discussed at the orientation.

- Hospitality: Meet and Greet Conference Registrants
- Customer Service duties
- Stock & Inventory tasks
- Social Media and PR & Marketing
- Clerical Work Assignments
- Provide direction and information to Conference Registrants
- Maintain organize follow of traffic in all venues
- Assist special guests as directed
- Support Session Speakers as needed
- Event Setup and Breakdown
- Posting and Signage Hanging

SECTION 2: IN-PERSON VOLUNTEER REWARD PROGRAM

In acknowledgment of your dedication and commitment as a Volunteer, we have established a Volunteer Reward Program. Volunteers can earn both onsite rewards redeemable at conference and rewards that are redeemable post conference. Our Volgistics System allows us to accurately track the date, time and total hours you have accumulated for all your volunteer assignments. Volunteers are notified immediately of onsite rewards based on total hours served. See following Reward chart on page 9. ***We will notify qualifiers of Post Conference Rewards a week following the opening of 2022 Conference Registration.***

DOUBLE TIME ZONE-BONUS REWARD POINTS

Volunteers who work any shift between 6:00 a.m. and 8:00 a.m. CT or volunteer hours that fall between 8 p.m. and 11 p.m. CT also be considered double time.

For Example: *If you work 6:00 a.m. to 10:00 a.m., the portion of hours worked during your shift that falls between 6:00 am and 8:00 am will be doubled. So total hour credited to for this shift, would be 4 hours for 6:00 am to 8:00 am and 2 hours for 8:00 a.m. to 10:00 a.m. Your total hours credited is 6 hours. Remember this also true of hours worked after 8 p.m.*

IN-PERSON VOLUNTEER REWARDS

Onsite Rewards: a member of the Volunteer Operations Management Team will notify Volunteers immediately of onsite reward opportunities. All onsite rewards must be used before the end of conference. Please note: Volunteers can earn only one (1) onsite reward in Category 2.

Post-Conference Rewards: Rewards redeemable post conference are assessed based on your membership status and the total number of hours you have served.

- All rewards are limited and are awarded based on the first group of individual volunteers who qualify for the reward. *Once the designated quota of a rewards category is reached, no more rewards will be distributed for that reward's category.*
- All rewards are non-transferable and must be redeemed prior to expiration date. *(Failure to redeem your reward(s) by the indicated deadline, will result in expiration of the reward)*
- No rewards can be banked or carryover into another conference year.

2021 IN-PERSON VOLUNTEER REWARDS CHART

Rewards Category 1	Total Volunteer Hours	Rewards
CONFERENCE SESSIONS	WORK 8 HOURS IN ONE DAY	One (1) Complimentary Entry to a General Session
Rewards Category 2	<i>Volunteer can only receive on-site reward category 2</i>	
CAREER EXPO	WORK A TOTAL OF 12 HOURS BY THURSDAY	One (1) Complimentary admit to the 2021 Career Expo
Rewards Category 2		
FRIDAY: MBA® LIVE TICKET NO OFFERED THIS YEAR!	WORK A TOTAL OF 12 HOURS BY THURSDAY	One (1) Complimentary MBA Live® Ticket

2021 POST CONFERENCE REWARDS CHART

Volunteers can only select one of the qualifying rewards in their category below:

Rewards Category 3	Total Volunteer Hours	Rewards
MEMBER REWARDS		
	35 or more	One (1) Complimentary NMBBAA® 2022 Premium Conference Registration & a 1-Year NMBBAA Membership
	30 TO 34	One (1) Complimentary NMBBAA 2022 Premium Conference Registration
	25 TO 29	One (1) Standard Registration (Career Expo Only Registration) for NMBBAA 2022
NON-MEMBER REWARDS		
	45 or more	One (1) Complimentary Premium Conference Registration for the NMBBAA 2022 Conference
	35 TO 44	One (1) Standard Registration (Career Expo Only Registration) for NMBBAA 2022 Conference
	30 TO 34	One Year Complimentary NMBBAA Membership
STUDENT REWARDS		
	45 or more	One (1) Standard Registration (Career Expo Only Registration) for NMBBAA 2022 Conference
	35 TO 44	One (1) Year Complimentary NMBBAA Student Membership

**Reward caps apply to all categories detailed above.*

SECTION 3: DIGITAL CONFERENCE VOLUNTEER

DRESS ATTIRE:

There is no dress code for digital volunteers during the conference, as you will not be on video. You are expected to dress in business attire, however when accessing the Career Expo on the 21st and 22nd of September if you are going to be seen via video.

VOLUNTEER DIGITAL ORIENTATIONS & OFFICE HOURS:

For Digital Volunteer Orientation:

Saturday, September 11th -4:00 pm-5:30 pm CT

Sunday, September 12th – 6:00 pm – 7:30 pm CT

Digital Office Hours:

**For use by digital volunteer only!*

Saturday, September 11th | 5:30 pm – 8:00 pm CT

Sunday, Sept. 12th | 7:30 pm – 9:00 pm CT

Monday, Sept. 13th | 3:00 pm – 7:00 pm CT

VOLUNTEER SIGN-IN:

Digital Volunteers must enter the digital office 45 minutes prior to their assignment and do the following:

1. Enter their name, volunteer pin number, and assignment into the chat box.
2. Secure instruction from Digital Volunteer Coordinator to connect to your digital team lead.
3. You must agree volunteer for the length of the assignment & must stay engaged at all times while volunteering.

VOLUNTEER SIGN-OUT:

1. Digital Volunteers must enter the digital office after completing assignment and **enter their name, volunteer pin number, and assignment into the chat box.**
2. The Volunteer Coordinator will check you out of the Volgistics system. If you are working back-to-back assignments or for the full day, please let the Digital Volunteer Coordinator know when you first check-in and do not check out until you have completed all of your assignments.

VOLUNTEER CONFERENCE ACCESS:

Digital Volunteers will access to the digital platform to perform all selected assignments.

CONFERENCE ASSIGNMENTS/FUNCTIONS:

- Chat Room Support
- Social Media Support & Postings
- Q & A Monitoring
- Attendee Representation

VOLUNTEER ACTIVATION OPTIONS & REWARDS SYSTEM:

Please Note: None of the rewards are in the 2021 in-person conference space.

2021 DIGITAL VOLUNTEER ACTIVATION & REWARDS CHART			
ACTIVATION PLATFORM 1	ACTIVATION PLATFORM 2	ACTIVATION PLATFORM 3	ACTIVATION PLATFORM 4
8hrs or more in 1-day for:	Volunteer for 10 or more assignments/opportunities	Volunteer for 5 or more opportunities	Thursday & Friday All-Day
2 or more Days <i>*Wednesday-Friday</i>	<i>*Wednesday-Friday</i>	<i>*Wednesday-Friday</i>	8am-6pm
REWARD	REWARD	REWARD	REWARD
1-2021 Premier Digital Conference Registration	1-2021 Premier Digital Conference Registration	1-2021 Premier Digital Conference Registration	2021 Digital Career Expo Pass (for September 21 & 22, 2021)
POST CONFERENCE REWARDS			
Access to 2021 Digital Career Expo	Access to 2021 Digital Career Expo	Access to 2021 Digital Career Expo	1 Yr. Membership
1-2022 Premier Conference Registration (Digital or In-Person)	1-2022 Standard Conference Registration (Digital or In-person)		
TARGET RECRUITMENT #	TARGET RECRUITMENT #	TARGET RECRUITMENT #	TARGET RECRUITMENT #
40	30	50	45

SECTION 4: RULES, DISCLAIMERS AND ETHICS CODES & STANDARDS

VOLUNTEER AGREEMENT

I understand and accept the terms of the rewards process.

1. All rewards are limited and are awarded based on the first group of individual volunteers who qualify for the reward's category.
2. Once the rewards category designated quota has been reached, no more rewards will be distributed for that reward category.
3. All rewards are non-transferable and must be redeemed prior to expiration date. Failure to redeem your reward by the indicated deadline will result in expiration of the reward.
4. NMBBAA® reserves the sole discretion as to the day of entry for use of the onsite Career Expo Pass Reward.
5. NMBBAA at their discretion, can change the type of reward at any time without prior notification to the reward recipient.
6. No rewards can be banked or carried over to another conference year.
7. Cashed in rewards points cannot be used toward another on-site reward. You are allowed only one on-site reward from the same category and only one post-conference reward.
8. National Volunteer Operations Team members and Local Conference Planning Committee members are not eligible to participate in the Volunteer Rewards Program.

PLEASE NOTE: NMBBAA at its discretion can change the type of reward at any time without prior notification to the award recipient.

If you decide to lend the NMBBAA your support by volunteering, we need you to honor your commitment to serve in that capacity. In the event you cannot honor your commitment we ask that you immediately notify us via email at volunteer@nmbaa.org.

I acknowledge, that I have read, understand, and accept the expectations, rules, and disclaimers. Furthermore, I agree to abide by the code of conduct and ethics outlined in this Volunteer Rewards Guide.

Agree to comply: ☐ Disagree to comply: ☐

Please note if you disagree you cannot serve as a NMBBAA® Volunteer, however we respect your right to disagree and we thank you for your interest.

Terms Include:

- Please note once you cash in your rewards points, they cannot be used toward another onsite reward. YOU ARE ALLOWED ONLY ONE ONSITEREWARD.
- All rewards are limited and are awarded based on the first group of individual volunteers who qualify for the reward.
- Once the NMBBAA® has reached a rewards category designated quota no more rewards will be distributed for that rewardcategory.
- All rewards are non-transferable and must be redeemed prior to expiration date. Failure to redeem your reward by the indicated deadline will result in expiration of the reward.
- NMBBAA has the sole discretion as to the day of entry to the CareerExpo.
- PLEASE NOTE: NMBBAA at its discretion can change the type of reward at any time without prior notification to the award recipient.
- No rewards can be banked or carried over to another conference year.
- National Operations Team members and Local Conference Planning Committee members are not eligible to participate in the Volunteer RewardsProgram.

VOLUNTEER CODE OF ETHICS & STANDARDS

Volunteer Code of Ethics

The National Black MBA Association® is a non-profit organization dedicated to the enhancement and development of educational and economic empowerment. Participation in the conference's programs/activities are subject to the observance of the organization's 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 NBMBA 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 our volunteers must govern 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 Conference Volunteer Operations Manager. Volunteers are responsible for understanding the requirements that apply to their selected assignments or duty as a representative of the NBMBA.

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.

Code of Ethics Standards

- Must carry out all duties and activities in a manner consistent with maintaining the good reputation of the NBMBA 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 volunteerteam.
- Possession or use of illegal drugs or the abuse of alcohol as deemed by the standards of intoxication on 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 volunteerteam.
- Bringing onto the 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.
- Posting or re-posting information, comments, or the like while acting as a representative of the NBMBA is prohibited and may result in legal ramifications both against you.

CONT. CODE OF ETHICS STANDARDS

- 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 NMBBAA® goods and/or property without authorization 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. This includes but is not limited to our Association's COVID-19 Safety and Health Practices. Click link below to see:
<https://nmbbaa.org/2021-conference-health-and-safety-guidelines/>

I have read, and I understand the NMBBAA 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 _____

SECTION 5: FREQUENTLY ASKED QUESTIONS



Please download this document from the volunteer landing page, using this link:

<https://nbmbaa.org/conference-volunteer/>

If you are a Collegiate Volunteer, please download only those documents related to your classification. Hence, General Volunteers should only download documents related to their classification. Otherwise, you will have misinformation.

We look forward to your supportive participation in the 43rd National Black MBA Association[®] Conference to be held in Chicago, IL, from September 14, 2021 to September 17, 2021, as a member of our Digital or In-person Volunteer Team.

Please know that your dedication and commitment to support this effort is greatly appreciated by the NMBBAA[®].

