

# Renew, Refresh & Reset.

NBMBA<sup>®</sup> 43rd Annual Conference & Career Expo

September 14-18, 2021 Chicago, IL



**2021 NBMBA<sup>®</sup> Conference Volunteer's  
Frequently Asked Questions  
&  
Volunteer Rewards**

## 1 Becoming a 2021 Conference Volunteer

We are delighted that you have chosen to join the team of exceptional volunteers who will be contributing to the success of 43rd Annual NMBAA® Conference & Career Exposition. 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 to 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. **WHY GET INVOLVED: Click Here to see 2020 Conference Highlights.**

Click here to see the [Frequently Asked Questions](#) about this year's conference.

**Online volunteer registration** for both Digital and In-Person Volunteers will open in June 2021. [Click here](#)

**On-site Volunteer Registration** begins on Monday, September 13, 2021, in the Volunteer Office following orientation.

**Digital Volunteer Registration support** in Zoom Space starts Saturday, September 11, 2021, following digital orientation.

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/>

Please complete the entire online volunteer registration form. Once you have completed the form. You will receive a thank you email. During the week of September 6th, you will receive another email containing your log in pin number. You will need this information to sign-in for volunteer assignments at Conference. You will also be sent a Volunteer Conference Guide if you have not already downloaded it from the volunteer website. We ask that you get familiar with its content and bring it to the Volunteer Orientation. Below are the orientation dates for both Digital Volunteers and In-Person Volunteers:

### GENERAL VOLUNTEER ORIENTATIONS

#### **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

If you have any questions regarding volunteering, please contact us via email: [volunteer@nmbaa.org](mailto:volunteer@nmbaa.org)

Click on the **VOLUNTEER NOW BUTTON** to get to the volunteer registration website. You will land on this page and need to scroll down to you see VOLUNTEER.



Under the heading Become a Volunteer, click on the General Volunteers button. Please complete your volunteer registration form and submit. You are now a 2021 conference volunteer. Self- scheduling for volunteer opportunities will start the last week of July 2021 for all volunteers.

**VOLUNTEER  
NOW**

*Thank you for choosing to be a volunteer. Your service makes a difference!*

## 2 Frequently Asked Questions About Volunteering

### Volunteer Frequently Asked Questions (FAQ's)

#### 1. Why Volunteer?

Volunteers are an essential human resource in the execution of the conference; they fulfill a number of functions that are important to the overall success of the conference. We appreciate the significant contributions that volunteers make, and we welcome your assistance in reaching our goals.

#### 2. What is the process to become a volunteer?

Online volunteer registration is available by [clicking here](#). You can register up until Friday, September 17, 2021. On-site registration will begin on Tuesday, September 14, 2021. In the Volunteer Office location: McCormick Place-West Building | 2301 S Prairie Ave | Chicago, IL 60616 | Room: TBA.

#### 3. Who do I contact if I have a question that are not answered in the FAQ?

Please send an email to [volunteer@NMBBAA.org](mailto:volunteer@NMBBAA.org)

#### 4. What is the location of this year's conference?

The National Black MBA 43<sup>rd</sup> Annual Conference & Exposition is taking place in Chicago, IL. The conference location will be: McCormick Place-West Building | 2301 S Prairie Ave | Chicago, IL 60616.

##### What are the dates of the conference?

##### In-Person Conference and Career Exposition Dates:

Conference: September 14-18, 2021 | Career Expo: September 16-17, 2021

##### Digital Dates

Conference: September 15-17, 2021 | Career Expo: September 21-22, 2021

#### 5. Is there a minimum age restriction to be a volunteer?

Yes, the minimum age is 18 years old, and you do not have to be a NMBBAA® Member.

#### 6. What kind of volunteer opportunities are available?

Volunteers are asked to support a variety of important roles during the conference. Some areas of need available to volunteers include but are not limited to the following

##### In-Person:

Career Fair	Social Media	Volunteer Office
Meal Functions	PR & Marketing Support General	Social Functions
Case Competition Speaker	Registration Information Station	Membership
Ready Room		Booth Workshops

##### Digital:

Chat Room Support	Social Media/Posting & Re-posting
Q & A Digital Room Monitor	Attendee Representation

#### 7. Am I able to choose my volunteer assignment(s)?

You may select assignment(s) that interest you and fit your schedule.

**The Volunteer Staff may also match you based on our need for volunteer coverage.**

A volunteer, who registered for an assignment (opportunity) but fails to check-in 30 minutes in advance of the assignment, may lose their slot to a volunteer who is waiting for an assignment. Also, note you must sign-in and out of assignments to get credited hours for volunteering.

#### 8. Can I register for multiple volunteer assignments?

Volunteers can register for multiple assignments as their schedule allows. Please do not register for opportunities that would create a schedule conflict or that you cannot work the entire shift.

#### 9. Are volunteers allowed to attend any of the conference sessions, events, or activities?

Volunteers are allowed to register for conference events at their own expense. Being a volunteer does not gain you access to events, sessions, or activities free of charge. All Volunteers will access to conference related to their assignment(s).

### 10. How much time do I need to give to my volunteer assignment?

A Volunteer is expected to satisfy the entire time that is posted for the assignment, and you must plan to arrive 45 minutes prior to the start of an assignment. You should create your volunteer schedule based on the rewards you want to qualify for receiving.

### 11. When should I arrive?

All Volunteers are required to attend **ONLY** one of the orientations listed below. Therefore, you should plan your arrival for in- person volunteering based on the orientation you want to attend.

Digital Volunteer orientations will be done over a zoom platform.

#### For Digital Volunteers Only:

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

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

#### Volunteers Only:

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

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

Tuesday, September 14<sup>th</sup> – 6:30 pm – 8:00 pm CT

### 12. Are my travel and/or hotel paid for by NMBBAA®?

**Each volunteer is responsible for securing his/her own travel and hotel.** Volunteers can make their hotel arrangements via the NMBBAA website, but please note that there is no discount available by making your reservations via this website. **The NMBBAA assumes no responsibility for volunteer hotel or travel plans and encourages volunteers to purchase travel insurance.**

### 13. What is the dress code for volunteers?

Volunteers will be provided with an NMBBAA® polo shirt **to be worn only during your volunteer shift.**

Volunteers may keep the shirt at the end of their shift(s). All volunteers should wear black or dark colored slacks or skirts and **dark (comfortable) shoes.** Note some opportunities require business attire only. Please come prepared to walk as **there will be a significant distance between some assignments. We also encourage you to wear business attire, so you will be prepared for all available opportunities.**

### 14. Should I register for conference if I am a volunteer?

We strongly encourage all volunteers to register for conference. It allows you to have full benefit of the conference experience based on your type of registration. Please go to the registration website to see your options for registering to attend conference events, sessions, and activities.

### 15. What rewards are available for volunteers?

#### In-person Volunteers

Based on the total number of hours volunteered and your membership status, volunteers may qualify for one of the on-site rewards and one of the 2021 Post Conference Rewards.

Volunteers can earn both an onsite reward redeemable at conference and a reward that are redeemable post conference.

Some of the onsite rewards you can choose from include 1- one-day access to the Career Expo, or 1- entry to one General Session (The sessions you may select from are chosen by the NMBBAA.) All on-site rewards must be used before the end of conference and volunteers can earn only one on-site reward.

**A Reward redeemable post conference** is assessed based on your membership status and the total number of hours you worked. These rewards may include one of the following 1- complimentary 2022 NMBBAA Premium Conference Registration & a 1-Year NMBBAA Membership; 1-2022 NMBBAA® Standard Conference Registration(Career Expo Only); 1- complimentary 1-year NMBBAA membership.

### Cont'd... What rewards are available for volunteers?

Based on the digital volunteer activation option you choose; you may qualify for one of the on-site rewards and one of the 2021 Post Conference Rewards.

Volunteers can earn both an on-site rewards redeemable at conference and a reward that are redeemable post conference.

#### Digital Volunteers On-site:

**1-2021 Digital Premium Conference Registration**

**1-2021 Digital Career Expo Pass (for September 21 & 22, 2021)**

**A Reward redeemable post conference** is assessed based on the activation option you choose. These rewards may include one of the following:

1-Access to 2021 Digital Career Expo & 1-2022 Premier Conference Registration (Digital or In-Person);

1-Access to 2021 Digital Career Expo & 1-Access to 2022 Digital Career Expo (Digital or In-Person); 1-Access to 2021 Digital Career Expo; or 1-1 Yr. Membership.

All rewards are limited and are awarded based on the first group of individual volunteers who qualify for the Reward. Once the NMBAA<sup>®</sup> has reached a rewards category's designated quota no more rewards will be distributed for

that reward category. All rewards are non-transferable and must be redeemed prior to expiration date. Failure to redeem your reward by the indicated deadline may result in expiration of the reward. No rewards can be banked or carried over to another conference year.

Our Volgistics System will allow us to accurately keep the date, time, and total hours you have accumulated. We will notify qualifiers of Post Conference Rewards, one to two weeks after the opening of conference registration for 2022.

### 16. What are the stipulations of earning rewards?

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

## 2021 INCENTIVES



## DOUBLE TIME ZONE

Volunteers who work any shift between 6:00 am and 8:00 am CT will receive double time for the hours they work. As well as those who work between 8 pm and past midnight CT.

For Example: If you work 6 am to 10:00 am CT, the portion of your shift that falls between 6:00 am and 8:00 am CT will be doubled. This also applies if you volunteer a shift that falls between 8 pm and 11pm CT, the hours from 8 pm to 11 pm CT will be doubled.

## VOLUNTEER OFFICE HOURS

### On-site Office Hours:

Monday, Sept. 13th | 12:30 pm – 9 pm CT  
Tuesday-Friday | 7:00 am – 8:00 pm CT

**Location:** 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  
Monday, Sept. 13th | 3:00 pm – 7:00 pm CT  
Tuesday-Friday | 7:30 am- 6:00 pm CT

**Location:** Zoom Link will be made available by Friday, September 10, 2021

**\*You must sign-in and out in the volunteer office, both digital volunteers and those volunteering in-person. This is the only way we can correctly calculate the hours you volunteered, to process your conference rewards.**

## 6 Volunteer REWARDS Guide – 2021 Rewards Charts

**PLEASE NOTE THE REWARDS IN ALL CATEGORIES ARE CAPPED.**

### IN-PERSON VOLUNTEER REWARDS SYSTEM:

#### 2021 ONSITE CONFERENCE 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	<b>VOLUNTEER CAN ONLY RECEIVE ONE OF THE ONSITE REWARDS BELOW:</b>	
CAREER EXPO	WORK A TOTAL OF 12 HOURS BY THURSDAY	One (1) Day Complimentary admit to the 2021 Career Expo
Rewards Category 2		
MBA Live® TICKET NOT AVAILABLE THIS YEAR!	WORK A TOTAL OF 12 HOURS BY THURSDAY	One (1) Complimentary MBA® LIVE Event 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
<b>MEMBER REWARDS</b>		
	35 or more	One (1) NBMBAA® 2022 Conference Complimentary Premium Conference Registration & a One-Year NBMBAA® Membership
	30 TO 34	One (1) Complimentary Premium Conference Registration for the NBMBAA 2022 Conference
	25 TO 29	One (1) Standard Registration (Career Expo Only Registration) for NBMBAA 2022 Conference
<b>NON-MEMBER REWARDS</b>		
	45 or more	One (1) Complimentary Premium Conference Registration for the NBMBAA 2022 Conference
	35 TO 44	One (1) Standard Registration (Career Expo Only Registration) for NBMBAA 2022 Conference
	30 TO 34	One Year Complimentary NBMBAA Membership
<b>STUDENT REWARDS</b>		
	45 or more	One (1) Standard Registration (Career Expo Only Registration) for NBMBAA 2022 Conference
	35 TO 44	One (1) Year Complimentary NBMBAA Student Membership

## 6 Volunteer REWARDS Guide – 2021 Rewards Charts Cont.

**PLEASE NOTE THE REWARDS IN ALL CATEGORIES ARE CAPPED.**

### DIGITAL VOLUNTEER 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>	8 am-6 pm CT
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  1-2022 Premier Conference Registration (Digital or In-Person)	Access to 2021 Digital Career Expo  1-2022 Standard Conference Registration (Digital or In-person)	Access to 2021 Digital Career Expo	1 Yr. Membership
TARGET RECRUITMENT #	TARGET RECRUITMENT #	TARGET RECRUITMENT #	TARGET RECRUITMENT #
40	30	50	45

### TO GET VOLUNTEER TIME CREDIT

#### 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.

## **7 Volunteer Rewards Program**

### **Rules and Disclaimers**

1. Please note once you cash in your rewards points, they cannot be used toward another onsite reward. **YOU ARE ALLOWED ONLY ONE ONSITE REWARD FROM THE SAME CATEGORY AND ONLY ONE POST-CONFERENCE REWARD.**
2. All rewards are limited and are awarded based on the first group of individual volunteers who qualify for the reward.
3. Once the designated rewards for a category are reached, no more rewards will be distributed for that reward's category.
4. **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.**
5. NMBAA® has the sole discretion as to the day of entry to the Career Expo for this reward.
6. Rewards cannot be banked or carried over to another conference year.
7. National Operations Team members and Local Conference Planning Committee members are not eligible to participate in the Volunteer Rewards Program.

**PLEASE NOTE: NMBAA 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 NMBAA your support by volunteering, we need you to honor your commitment to serve in that capacity.**

**Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**My signature is an acknowledgment that I have read, understand, and accept the expectations, rules, and disclaimers outlined in this Volunteer Rewards Guide.**

## 8 National Black MBA Association® Code of Ethics

### 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 for African Americans. Participation in the organization's programs and events 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 of our volunteers must ethics 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 President or Chief Administrative Officer. Volunteers are responsible for understanding the requirements that apply to their job 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

- Volunteers 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 volunteer team.
- Possession or use of illegal drugs or the abuse of alcohol as deemed by the standards of intoxication on NBMBA's 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 NBMBA 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 NBMBA's 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. **This includes but is not limited to our Association's COVID-19 Safety and Health Practices.**

I have read, and I understand the NBMBA's 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 \_\_\_\_\_

***Thank you for your willingness to serve!***