

Renew, Refresh & Reset.

NBMBAA® 43rd Annual Conference & Career Expo

September 14-18, 2021 Chicago, IL



NBMBAA® CONFERENCE & CAREER EXPOSITION 2021 COLLEGIATE VOLUNTEER PARTNER GUIDE

Collegiate Volunteer Guide At-A-Glance

Conference Location

This year Chicago, IL. will be the host city for the **43rd Annual National Black MBA Association Conference and Career Exposition** to take place at the McCormick Place, West Building Chicago, IL September 14-18, 2021.

For one of the biggest premiere business industry conference, we ask you to join us as collegiate volunteer partners, as we return to the city where we first got started in 1970 at The University of Chicago. This will also mark the place where for the first time, NMBAA® will be hosting a hybrid conference. Hence, giving raise to the opportunity for schools that are still on travel restrictions or with limited funds for “student travel”, to join us as digital volunteers. We will also still have need for in-person volunteers this year. All is outlined in greater details in this guide.

The in-person conference dates are September 14 -18, 2021 and the career expo will run September 16-17, 2021. While digital dates for conference activities are September 15-17, 2021, with a digital career expo, September 21-22, 2021. Volunteering will begin on Tuesday with our heaviest need on Thursday and Friday for volunteers.

Our hope is for your learning institution to commit to register your school as volunteer partner, agreeing to direct students from your school to volunteer.

This is NMBAA® Conference & Exposition Experience-[Click Here...](#)[Click Here...](#)[Click Here](#)

Getting Started

All volunteers must be registered before volunteering. If you have not signed up on-line to volunteer, please **click here** to get to the registration landing page (**Note: the site will open June 4, 2020**). **Schools will be sent a bi-weekly report of students registered from their school.**

Dress Attire

In-person student volunteers are requested to wear business attire when volunteering at all times. If you do not 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 a business dress/suit. Your 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

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 Digital Volunteers Only:

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

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

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

Collegiate Volunteer Guide At-A-Glance

Arrival to Conference

- Transportation is not provided to or from the Conference location.
- In-person Volunteers, please report to the volunteer office 45 minutes before the start of your assignment.
- Digital Volunteers, you must log into the Zoom Digital Office also 45 minutes in advance of your assignment.

Student Volunteer Sign-in and Sign Out

- Report to Volunteer Office.
- Office Location: McCormick Place-West Building 2301 S Prairie Ave | Chicago, IL 60616 | Room: TBA
- Digital Access: The Zoom Link will be made available on Friday, September 10, 2021.
- 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)

[CLICK HERE](#)

We will send you the date when this link is operational.

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 30, 2021. You will receive a reminder email in advance.
- To access self-scheduling use this link below. We will send you the date when this link is operational:
[CLICK HERE](#)
- This link can also be used to reset your pin number.
- Special Assignments: In-person volunteers, you may also be selected for special assignments that include attending workshops. You **MUST** be in full business attire for these assignments.
- Digital Volunteers may choose from the following roles to fill in the digital space. You can mix your roles.

Chat Room Support

Social Media/Posting & Re-posting

Attendee Representation

Q & A Digital Room Monitor

Conference Access

- In-person Volunteers, 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.
- Digital Volunteers, you will have access to the digital space to fulfill your role and interchange your roles. You will have access to the digital career expo on September 21-22, 2021.

Student Volunteer Snacks

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

All food/snacks & drinks provided by NMBBAA® consumption must be in the room and cannot be taken out or supplied to others.

Collegiate Volunteer Guide At-A-Glance

Collegiate Roles/Responsibilities

Staff/Faculty Role	Student Ambassadors Role We will not recruit any this year.	Student Volunteer Role
<ul style="list-style-type: none"> Attend Information/Engagement Sessions as scheduled. Submit Intention to Participate Agreement. Provide names of potential Student Ambassadors & student organizations. Provide space for on-campus meetings/recruitment events/activities. Participate in monthly conference calls. (this can be a designee) 		<ul style="list-style-type: none"> Commit to one full- day to volunteer (8 am to 5 pm) or select hours that best fit your schedule. Digital Volunteers must stay actively engaged in digital role. This includes being responsive to volunteer chats In-person Volunteers must Work assigned/self- selected volunteer opportunities.
Staff/Faculty Perks		Student Volunteer Perks
1-2021 NMBBAA® Premium Conference Registration (Digital or In-person) Conference Polo Shirt		Access to Career Expo Thursday & Friday Conference Polo Shirt
1-Free ticket to Friday Night Concert NOT OFFERED THIS YEAR!		In-person Volunteers Only! Raffle entry to win one of three prizes: One-Year NMBBAA® Student Membership 2021 NMBBAA® Premium Conference Registration 2021 Standard Pass Registration (Career Expo Only Registration)
1-Year NMBBAA® Membership Or 1-2022 NMBBAA® Premium Conference Registration (Virtual or In-person)		Business Industry Exposure On-site Resume Review, Interview Coaching, & Info Sessions
Overall School Benefits/Perks: <ol style="list-style-type: none"> All participants will be provided daily snacks and drinks. School with the highest number of volunteer representation will be featured on the 2022 Volunteer Conference website and/or volunteer marketing material. Select conference access. Select photo opportunities. Fulfillment of community service requirements. Local career development services provided by the NMBBAA® Chapter. <p><i>*To be entered for the raffle, you must have recorded volunteer hours during the 2021 conference and present the day of the raffle. Raffle drawings will be on Wednesday, September 15th, Thursday, September 16th, and Friday, September 17th.</i></p>		

Collegiate Volunteer Guide At-A-Glance

COLLEGIATE REWARDS BY ROLES FOR IN-PERSON VOLUNTEERS

COLLEGIATE VOLUNTEER REWARDS

- ☐ 2021 access to the career expo floor on Thursday and Friday
- ☐ 2021 select conference opportunities (i.e., attendee representatives in workshop/sessions & luncheons)
- ☐ Self-scheduling for opportunities of interests
- ☐ Volunteer opportunities that often align with career interests
- ☐ Resume Posting & Interview Coaching
- ☐ Career Development information sessions
- ☐ Conference Polo Shirt

Entry into raffle drawing for:

- ☐ One-1 Year NMBBAA® Membership (Wednesday Raffle)
- ☐ One-2022 NMBBAA® Standard Pass Registration-
- ☐ One- 2022 Career Expo Only Registration (Thursday Raffle)
- ☐ One-2022 NMBBAA® Premium Conference Registration (Friday Raffle)

COLLEGIATE STAFF/FACULTY COORDINATOR REWARDS

- ☐ 2021 access to the career expo floor on Thursday and Friday
- ☐ Conference Polo Shirt
- ☐ 2021 NMBBAA® Premium Conference Registration
- ☐ 2022 NMBBAA® Premium Conference Registration
Or 1-One-Year NMBBAA® Membership

COLLEGIATE STUDENT AMBASSADOR REWARDS

- ☐ ALL COLLEGIATE VOLUNTEER REWARDS PLUS:

- ☐ One-2021 NMBBAA® Premium Conference Registration
Or 1-One-Year NMBBAA® Membership

The above not offered this year!

COLLEGIATE PERKS & BENEFITS

- ☐ Collegiate participation acknowledgment.
- ☐ The Collegiate Partner with the most student volunteers, that actively work, will be featured on the 2022 Volunteer Conference homepage as Collegiate Volunteer Partners of the Year and/or other volunteer marketing material for recruitment.
- ☐ Local Chapter may provide career development support for students.
- ☐ School branding opportunities through select photo ops.
- ☐ Can fulfill community service requirements.

COLLEGIATE REWARDS FOR DIGITAL VOLUNTEERS

COLLEGIATE VOLUNTEER REWARDS

- ☐ 2021 access to the digital career expo on September 21-22, 2021
- ☐ Self-scheduling for roles of interests
- ☐ Volunteer opportunities that often align with career interests
- ☐ Resume Posting
- ☐ Digital networking opportunities
- ☐ 2021 Premium Conference Registration digital access
- ☐ Entry into raffle drawing
- ☐ There are no post-conference rewards

Collegiate Volunteer Guide At-A-Glance

The National Black MBA Association® (NBMBA®) 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 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 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 the NBMBA®. Volunteers are responsible for understanding the requirements that apply to their volunteer 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.

VOLUNTEER CODE OF ETHICS

- 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® 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.

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 NMBBAA® 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. Click link below to see:**
<https://nmbaa.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 _____

*We hope your students will join us for an experience
that will help define them professionally...and this is how we do it!*
[click here](#)