



ATLANTA 2022
A PROMISE KEPT

NATIONAL
BLACK
mba
ASSOCIATION, INC.

**NBMBAA 44TH ANNUAL
CONFERENCE & EXPOSITION**
SEPTEMBER 27-OCTOBER 1

**2022 NBMBAA®
Conference Volunteer's
Frequently Questions &
Volunteer Rewards**

Becoming a 2022 Conference Volunteer

We are delighted that you have chosen to join the team of exceptional volunteers who will be contributing to the success of 44th Annual NMBAA® Conference & Exposition. This year we will be hosting a fully in-person conference and career expo, from Tuesday, September 27, 2022 to Saturday, October 1, 2022.

WHY GET INVOLVED:



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

Online volunteer registration June 27, 2022. [Click here](#)

On-site Volunteer Registration begins on Monday, September 26, 2022, in the Volunteer Office following orientation.

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

You will be able to select you own volunteer opportunities starting Friday, July 22, 2022.

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

Onsite Orientations:

- Sunday, September 25th – 3:00 pm – 4:30 pm ET
- Monday, September 26th – 6:00 pm – 7:30 pm ET
- Tuesday, September 27th – 11:00 am – 12:30 pm ET

This year we will host two virtual Volunteer Orientations:

- Wednesday, August 31st -6:30 pm-8 pm ET
- Thursday, September 8th – 6:30 pm-8 pm ET

You will need to attend only one orientation.

If you have any questions regarding volunteering, please contact us via email: volunteer@nmbaa.org

Under the heading Become a Volunteer, click on the General Volunteers button. Please complete your volunteer registration form and submit. Once you submit your registration form, you are officially a 2022 conference volunteer. Self- scheduling for volunteer opportunities will start Friday, July 22, 2022 for all volunteers.



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

Frequently Asked Questions About Volunteering

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. **Three key reasons other volunteers have highlighted: Access to people of influence. Resources both at conference and post conference that are life changing. Low cost way to have the conference experience and benefits. We believe all in all, volunteering is an opportunity to network to increase your network.**

2. What is the process to become a volunteer?

Online volunteer registration is available after **Thursday, June 16, 2022**. On-site registration will begin on **Monday, September 25, 2022**. In the Volunteer Office location: **Georgia World Congress Center | 285 Andrew Young International Blvd NW | Atlanta, GA 30313**. You are encouraged to register early to get the best volunteer assignments (opportunities).

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

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

The National Black MBA 44th Annual Conference & Exposition is taking place in Atlanta, GA. The conference location will be: **Georgia World Congress Center | 285 Andrew Young International Blvd NW | Atlanta, GA 30313**

What are the dates of the conference?

Tuesday, September 27, 2022 – Saturday, October 1, 2022

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. Nor do you need to be a business major or hold a degree in business.**

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

Career Fair Meal Functions	Social Media PR & Marketing Support General	Workshops & Sessions
Case Competition	Registration Information Station	Volunteer Recruitment Booth
Speaker Ready Room	Volunteer Office	
Social Media/Posting & Re-posting	Social Functions	
Attendee Representation	Membership Booth	

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 45 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. **Your access to conference is based on the assignments you choose to volunteer work.**

Frequently Asked Questions About Volunteering (continue)

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. If you are doing the onsite Volunteer Orientation.

Virtual Volunteer orientations will be done over a zoom platform.

Virtual Volunteer Orientations:	Onsite Orientations: Location-TBD
<ul style="list-style-type: none">• Wednesday, August 31st 6:30 pm- 8 pm ET• Thursday, September 8th 6:30 pm- 8 pm ET	<ul style="list-style-type: none">• Sunday, September 25th – 3:00 pm – 4:30 pm ET• Monday, September 26th – 6:00 pm – 7:30 pm ET• Tuesday, September 27th – 11:00 am –12:30 pm ET• Thursday, September 8th – 6:30 pm-8 pm ET

12. Are my meals, travel and/or hotel expenses covered 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. Additionally, **The NMBBAA® assumes no responsibility for volunteer hotel or travel plans and encourages volunteers to purchase travel insurance. Lite snacks and drinks will be provided daily until office closes.**

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. If you want to ATTEND CONFERENCE EVENTS, SESSION, AND MEAL FUNCTIONS. Please go to the registration website to see your options for registering to attend conference events, sessions, and activities. **However, if you are planning to only volunteer YOU DO NOT NEED TO REGISTER FOR CONFERENCE.**

Frequently Asked Questions About Volunteering (continue)

15. What rewards are available for 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 2022 Post Conference Rewards.

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 2023 NMBBAA Premium Conference Registration & a 1-Year NMBBAA Membership; 1-2023 NMBBAA® Standard Conference Registration(Career Expo Only); 1- complimentary 1-year NMBBAA membership.

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

You may qualify for on-site rewards if you volunteer 12 hours or more by Thursday. The onsite rewards include:

- 1-Day Pass for the Career Fair
- Access to a Session or Workshop (designated by NMBBAA®)
- NMBBA Live Concert (Thursday or Friday)

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'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 2023.

16. Are there any special perks? YES!

- Volunteers have access to a leading HR and Professional Development Team that works only with our volunteers.
- All volunteers have access to the NMBBAA® Conference jobs portal. The link will be shared once operational.
- You have access to free onsite resume review both pre-conference and onsite
- Onsite free one-on-one interview coaching
- Free professional development Info Sessions that prepare you maximize your time at the Career Expo and beyond. These sessions are both pre-conference and onsite!

Frequently Asked Questions About Volunteering (continue)

17. 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 NBMBAA® 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.
- NBMBAA® has the sole discretion as to the day of entry to the Career Expo.
- PLEASE NOTE: NBMBAA® 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.

18. 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 NBMBAA® 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.
- NBMBAA® has the sole discretion as to the day of entry to the Career Expo.
- PLEASE NOTE: NBMBAA® 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.

VOLUNTEER OFFICE HOURS

Pre-Conference Virtual Office Hours:

Thursday, June 23rd | 6 pm to 7pm | Via Zoom

Thursday, July 14th | 6 pm to 7pm | Via Zoom

Thursday, August 11th | 6 pm to 7pm | Via Zoom

On-site Office Hours:

Sunday, September 25th | Immediately following Volunteer Orientation (5pm to 9pm)

Monday, Sept. 26th | 8:30 am – 8 pm ET

Tuesday-Friday | 5:00 am – 8:00 pm ET

**Location: [Georgia World Congress Center | 285 Andrew Young International Blvd NW | Atlanta, GA 30313](#)
Room- TBD**

[Volunteer REWARDS Guide- Incentives & Double Time Zone](#)

2022 INCENTIVES

DOUBLE TIME ZONE

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

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

Volunteer REWARDS Guide – 2022 Rewards Charts

PLEASE NOTE THE REWARDS IN ALL CATEGORIES ARE CAPPED.

2022 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	<i>VOLUNTEER CAN ONLY RECEIVE ONE OF THE ONSITE REWARDS BELOW:</i>	
CAREER EXPO	WORK A TOTAL OF 12 HOURS BY THURSDAY	One (1) Day Complimentary admit to the 2022 Career Expo
Rewards Category 2		
MBA Live® TICKET	WORK A TOTAL OF 12 HOURS BY THURSDAY	One (1) Complimentary MBA® LIVE Event Ticket (Thursday or Friday)

2022 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) NMBBAA® 2023 Conference Complimentary Premium Conference Registration & a One-Year NMBBAA® Membership
	30 TO 34	One (1) Complimentary Premium Conference Registration for the NMBBAA 2023 Conference
	25 TO 29	One (1) Standard Registration (Career Expo Only Registration) for NMBBAA 2023 Conference
NON-MEMBER REWARDS		
	45 or more	One (1) Complimentary Premium Conference Registration for the NMBBAA 2023 Conference
	35 TO 44	One (1) Standard Registration (Career Expo Only Registration) for NMBBAA 2023 Conference
	30 TO 34	One Year Complimentary NMBBAA Membership
STUDENT REWARDS		
	45 or more	One (1) Standard Registration (Career Expo Only Registration) for NMBBAA 2023 Conference
	35 TO 44	One (1) Year Complimentary NMBBAA Student Membership

PLEASE NOTE THE REWARDS IN ALL CATEGORIES ARE CAPPED.

HOW TO GET VOLUNTEER TIME CREDIT

VOLUNTEER SIGN-IN:

Volunteers must enter the Volunteer Office 45 minutes prior to their assignment and do the following:

1. Check-in with the Volgistics ATL
2. Sign-in to your assignment 30 minutes in advance
3. Get your volunteer polo
4. Meet with your VTL (Volunteer Team Lead)
5. Get your assignment badge
6. Wait for VTL to move you to your assignment

VOLUNTEER SIGN-OUT:

1. Return badge to VTL
2. Sign-out with the Volgistics ATL
3. See Deployment Coordinator
4. Keep your volunteer polo shirt
5. Repeat Sign-in steps if you are doing another assignment

***You must sign-in and out in the volunteer office. This is the only way we can correctly calculate the hours you volunteered, to process your**

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. NMBBAA® 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: 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.

Volunteer's 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.

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® 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.

Cont. Code of Ethics Standards

- Bringing onto NMBBAA 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: NMBBAA® is prohibited and may result in legal ramifications both against you.
- 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'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 NMBBAA'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!