



Volunteer Letter
April 15-17, 2011

Dear Volunteer,

Thank you for becoming an I-CON volunteer. Without dedicated people like you, our convention could not take place.

As a volunteer, you will be required to do eight hours of volunteer work. In return, you will be given a free I-CON membership and food during the convention. We all look forward to meeting and working with you.

Sincerely,

Chuck Bouchard - Vice Chair of Operations

Kim Ehret and Jackie Eanes - Directors of Membership Services

Jim Urquhart and Lauren Guardino- Directors of Staffing

I-CON Science Fiction

P.O. Box 550, Stony Brook, NY, 11790 PHONE & FAX: (631) 382-8297

<http://www.iconsf.org>



Volunteer Frequently Asked Questions

April 15-17, 2011

Q: How old do I have to be to volunteer at I-CON?

A: You must be 16 years old to be a general volunteer. Security and Setup/Breakdown volunteers must be 18 years old. Any volunteer under 18 years old **MUST** bring a Parental Consent Form signed by a parent or guardian in order to volunteer. This Parental consent form must be an original signed copy. It cannot be fax or scanned. It is strongly recommended you bring a copy with you when you arrive at the convention

Q: How many hours do I-CON volunteers work?

A: I-CON volunteers are required to work 8 hours during the convention.

Q: What do I-CON volunteers do?

A: That depends on what you sign up to do.

- General Volunteers run errands, such as bringing water to panelists, or food to guests of staff members. They may be enlisted to run movies or supervise audiovisual programming. In addition general volunteers help with setup of major programming during the convention.
- Setup/Breakdown Volunteers help with the huge task of setting up for the convention and cleaning up afterwards. As this job may involve lifting or work with power tools, we ask that all setup/breakdown volunteers be at least 18 years old.
- Security Volunteers are responsible for keeping non-attendees out of convention areas, and keeping general members out of restricted areas. In addition, they help us maintain order on membership and autograph lines.

Q: What's in it for me?

A: All I-CON volunteers get free I-CON memberships and food during the convention. In addition, volunteering is a great way to meet people, make new friends and see what goes on behind the scenes.

Q: I want to work with my friend / family member / significant other / evil twin from dimension X. Is this possible?

A: We, at I-CON, make every effort to make our volunteers happy, and to schedule them when and where they want to work. However, during peak convention hours and/or times when we have a shortage of volunteers, this may not always be possible.

Q: If I volunteer, will I still get to see the convention?

A: Yes! You only have to work 8 hours. You will have ample time to see panels, lectures, movies, games, guests and demos

Q: Is there anything else I need to know before I sign up?

A: Yes, there are two further requirements from our volunteers.

1. You are required to place a refundable \$20.00 deposit when you arrive to volunteer at the convention. This will be refunded upon completion of your 8 hours of work. If you do not complete your hours, this deposit will not be refunded. Please note: Those arriving for setup Thursday night are not required to place a deposit if they finish all their hours that night
2. During your volunteer hours, you may not take photographs/blog/tweet/post to social media, etc. This only applies while you are working for I-CON and does not apply for the rest of the convention. Nor does it apply to events held off campus.

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Volunteer Sign-Up Form

April 15-17, 2011

Personal Contact Information

Name: Last: _____ First: _____

Address: Street: _____

City: _____ State: _____ Zip: _____

Code: _____ Home Phone: _____ Work Phone: _____

Cell Phone (Optional): _____ Email Address: _____

Date of Birth: _____

** If you are under 18, you must fill out the Parental Consent Form and bring it with you when you report to work.*

Emergency Contact Information

Name: _____ Phone: _____

Address: _____

Volunteering Information

Have you volunteered before? _____

Areas of Interest (Check all that apply):

Gopher / General Volunteer _____ Security _____ Setup / Breakdown _____

When are you available (Check all that apply):

April 14th	April 15th	April 16th	April 17th
<input type="checkbox"/> Evening	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning
	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon
	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening

Please print out this form and mail it to I-CON Volunteers at PO Box 550, Stony Brook, NY 11790

For additional information, please contact us at volunteers@iconsf.org or security@iconsf.org

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Parental Consent Form

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Child's Name _____ Child's Date of Birth _____

I, _____ give permission for my child, _____
to volunteer for I-CON. I certify that my child will be at least 16 years old as of the
convention and I understand that I am responsible for the actions of my child.

Signature of Parent or Guardian _____

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