



Care For the Homeless Policy Seminar Series

Advocating for policies to fight, prevent and end homelessness

Volunteers Needed at the Care For the Homeless' **for Policy Seminar**

Care for the Homeless is hosting a Policy Seminar on **Tuesday, October 1st, 2019 at 26 Federal Plaza, 6th floor conference room center**. We are looking for **10** individuals willing to help with setting up of the event space, helping with morning refreshments, guiding the audience during the Q/A session and helping with clean-up after the event.

Policy Seminar: For our event, we are expecting about 250 people. Our attendees are coming from non-profit organizations, medical providers, government offices, educational institutions and advocates. The goal of this event is to have a conversation about the long-term consequences of experiencing homelessness.

What we are asking from volunteers: (approximately 8:30 a.m. – 12:30 p.m.)

Join us on a planning call, one week before the event to discuss logistics (will be arranged mid-September)

Day of duties:

- Help with the set-up the room, breakfast lounge, cleaning up the breakfast area
- Help with the registration table and directing attendees to the correct room
- Guide the audience during Q/A session with microphone
- Assist with clean-up the main room, collecting evaluation forms, and farewell to all attendees

We are happy to provide you with any information you might need regarding the event. We look forward to working with you!