

# SERVICE CREW APPLICATION FORM

You too can help make our conference a success! Be a part of the conference by joining a dedicated group of volunteers on the Service Crew. In exchange for your time and effort, earn a 30% - 70% refund on your conference registration fee. The Service Crew is the heart and soul of the conference. Service Crew jobs include registration, bookstore, information booth, meals, set-up and teardown, and various other administrative and logistical jobs.

Service Crew members work between 8 and 24 hours and must attend one of the service crew orientations: either Wednesday, October 28th, at 1:00 p.m. or Thursday October 29th at 8:00 a.m. You must work at least one or two shifts during workshops times and must stay till Sunday.

In order to be accepted to be on the Service Crew, you must pre-register, pre-pay, and sign this letter of intent to work. Your reimbursement will be paid on-site following the conference and completion of your service hours.

Applications will be accepted on a first-come-first-serve basis.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Phone (day): \_\_\_\_\_ Evening: \_\_\_\_\_

Email Address: \_\_\_\_\_

Organization/School Affiliation: \_\_\_\_\_

\* Special Skills that you can offer: (e.g., audio/visual, computer specialist, language, sign language, retail experience, etc.) \_\_\_\_\_

\* Have you been on a Service Crew member before?  Yes  No When? \_\_\_\_\_

Briefly describe your experience: \_\_\_\_\_

\* I will attend the mandatory Service Crew meeting on: *(please check one)*

Wednesday October 28, 2009 1-3pm

Thursday October 29, 2009 8-10 am

\* I will be in Montreal and be available to assist with set-up on Tuesday, October 27th and Wednesday, October 28th. This is not mandatory, *(Please check the day(s) you are available.)*

Tuesday October 27, 2009

Wednesday October 28, 2009

\* I will be in Montreal and will be available to assist with teardown on Sunday afternoon November 1st. This is not mandatory, *(Please check the day(s) you are available.)*

Sunday November 1, 2009

\* Service Crew T-Shirt Size *(circle one)* S M L XL XXL

## Reimbursement

Reimbursement for hours worked: (You will receive payment upon check-out on Sunday November 1<sup>st</sup> from 11:00am – 1:00pm for hours worked)

8 hours worked – 30% refund
12 hours worked – 40% refund
16 hours worked – 50% refund
20 hours worked – 60% refund
24 hours worked – 70% refund

\* Number of hours requested: \_\_\_\_\_

\* Minimum number of hours required by you to attend: \_\_\_\_\_

**Signing this letter of intent to work, the applicant agrees to the following:**

1. **Willing to work at least 8 hours and no more than 24 hours.**
2. **Attending one of the two Service Crew orientations, and staying the duration of the conference, ending on Sunday at 11:00am.**
3. **Working at least one shift during workshop times.**

_____ Signature	_____ Date
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Please FAX form to 303-440-9581 or  
Mail to: AEE  
Attn. Evan  
3775 Iris Avenue, Suite 4  
Boulder, CO 80301  
Email to: [conferences@aee.org](mailto:conferences@aee.org)