



GRADUATE STUDENT VOLUNTEER FAQ'S

1. What should I submit to FCA in order to be considered as a Graduate Student Volunteer?

Please submit the required *Graduate Student Volunteer Application Form*. The link is <https://www.surveymonkey.com/r/5JHFP7P>. To be considered as a volunteer, the survey MUST be completed in full.

2. After I submit my Volunteer Application when will I be notified and selected as a volunteer?

You will be sent an email to inform you of your status by AUGUST 2, 2021. You will either be accepted as a volunteer, placed on a wait list, or declined due to not meeting the requirements.

Subsequently, we must hear from you by MONDAY, AUGUST 30, 2021 as to your acceptance and firm commitment to be available for the dates of the Convention: Thursday, September 30 (morning), all day on Friday, October 1 and Saturday, October 2, 2021.

3. If I have already paid for my registration online when will I be reimbursed?

All selected volunteers will be registered by the FCA Office upon receiving your commitment. If you have paid prior to your acceptance, you will be reimbursed following the Convention. However, if you do not complete your required hours for volunteering during the Convention, you will not receive a refund.

4. When will I receive my volunteer schedule?

You will receive your volunteer schedule at Volunteer Orientation shortly before the Convention begins. Remember that this is subject to change based on need. Please remember to inform the Graduate Volunteer Coordinator of all your REQUIRED professional conflicts so the Volunteer Subcommittee can try to schedule around them.

5. What is the cancellation policy if I am unable to volunteer?

If you are unable to volunteer, please email fcaconventionvolunteering@gmail.com *as soon as possible*. If you cancel at the last minute, you may not be permitted to volunteer in the future. Additionally, if applicable, you will not receive a refund for the registration fee.

6. Can I change my volunteer schedule if I have a conflict?

For us to schedule efficiently and run the program smoothly, we must be aware of your conflicts before you arrive at the Convention. Last minute changes are difficult to accommodate and may result in you not being permitted to participate as a volunteer for this year's Convention. You may be able to switch shifts with another volunteer. Any changes MUST be approved by the Graduate Student Volunteer Coordinator.

7. How do I reach the Volunteer Coordinator while I am at the Convention?

Prior to the Convention, any communication regarding volunteer information needs to be directed to fcaconventionvolunteering@gmail.com

You will meet the Graduate Student Volunteer Coordinator at your volunteer orientation. Further information will be disseminated at the orientation training.

