

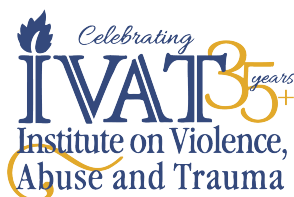
Volunteer Information & Application Packet

21st Hawai'i International Summit

Preventing, Assessing & Treating Trauma Across the Lifespan

*Cultivating Healing and Nurturing Connections
Caring for the Earth and Personal Wellness*

April 7 – 11, 2024



HO'OMALUHIA

Creating Peace

IVAT

HAWAII-PACIFIC BRANCH

Our mission is to improve the quality of life for individuals on local, national, and international levels by sharing and disseminating vital information, improving collaborations and networking, conducting research and trainings, assisting with direct professional services, program evaluation, and consulting to promote violence-free living.

Summit Overview

This Summit presents the latest research, prevention, assessment, and intervention techniques concerning various aspects of child, adolescent and adult trauma and maltreatment, and the long-term effects if they go untreated. Plenary and Breakout Sessions discuss the types of childhood, adolescent and adult trauma, the dynamics of maltreatment and trauma at home or in the community, and the effects on children, adolescents, and adults psychologically, behaviorally, and neurodevelopmentally. Nationally and internationally recognized presenters and local practitioners come together virtually to discuss the latest research, assessment methods, interventions and prevention strategies for children, adolescents and adults who have been traumatized, abused and/or victimized. Application of current research information and providing people with practical techniques are areas of emphasis throughout this Summit.

Aloha Volunteer ‘Ohana,

The **Volunteer Packet** provides a brief overview of proceedings for the upcoming Institute on Violence, Abuse and Trauma (IVAT) 21st Hawai‘i International Summit from April 7 – 11, 2024 at the Hawai‘i Convention Center. IVAT is looking for volunteers who are comfortable in a fast-paced setting and willing to assist in a variety of Summit activities. Tasks may include registering participants for the Summit, setting up, engaging with our bookstore, monitoring sessions, introducing speakers, and other general tasks. Volunteers must commit to a minimum of five (5) hours of support. For every five (5) hours of volunteering, one day of the Summit registration is waived, free of charge.

Continue to review our shared **Volunteer Schedule** for updates, Summit needs, and other changes. Contact Krystal Baba with questions via email krystalb@ivatcenters.org.

Registration Desk

Plan to volunteer your full schedule to support the registration desk. If you are scheduled for a 5-hour block, we ask that you forego attending any sessions during that block.

Floater/Accessibility Support

Floater may support sessions, distributing Summit materials, or may be a replacement if a volunteer position opens, such as supporting the bookstore in between sessions. Floaters must be flexible and willing to help with any task such as:

- Understanding the general outline of the Summit, including familiarity with the layout of the meeting rooms
- Support accessibility (ADA) needs, such as locating elevators
- Answering frequently asked questions (FAQ) for Summit attendees, FAQ sheets are available

Bookstore

IVAT will have several tables of books as a bookstore during the Summit, training will be provided by IVAT Staff. Bookstore volunteers will assist with setting up the bookstore, assisting attendees with bookstore questions, and directing attendees to where they can purchase books.

Room Monitor

See **Volunteer Booth** to pick up a **Room Monitoring Packet** 30 minutes prior to the session, which includes:

- Room monitoring script with information about the session and CEs, including CE Sign-In Sheet
- Room Monitoring Evaluation Form
- Scanner for CE credits (red iPhone)
- Laminated time keeping cards
- Speaker name tents (for certain sessions)
- Kukui nut leis unless a speaker was already greeted with a lei during the Summit, we may not lei the speaker again

Additionally,

- Arrive to each monitoring session at least 15 minutes prior
- Ensure all attendees have name badges or instruct use of badge, no name badge, no session
- If an individual does not have a name badge, instruct the attendee to proceed to Registration
- Check in with speakers, provide speaker name tents (if available) and ensure speakers are in the correct room
- Check audio/visual needs are met or report any audio/visual problems to IVAT Staff at the Volunteer Booth
- Check if water is available in the room
- Remain visible and familiarize yourself with the property to direct attendees to meeting rooms/elevators if needed
- Using the scanner (iPhone), scan attendee badges for CE credits as well as CE Sign-In Sheet (use both)
- Monitor session attendance and ensure attendees sign-out and back if they are obtaining CEs
- Provide CE information to attendees before the speaker begins presenting (script included in Room Monitoring Packet)
- Request for all mobile devices to be silenced or remind speaker to announce
- Complete the Room Monitoring Evaluation Form
- If monitoring the last session of the day, prepare the room for the next day by picking up around the room, tables, chairs, floor, clear podium, and return lost items to the Volunteer Booth
- Return the Room Monitoring Evaluation Form, CE scanners (iPhone), timecards, and other materials provided

Policies, Procedures, & Acknowledgement

Volunteers play an integral role in meeting the mission of the Institute on Violence, Abuse and Trauma (IVAT) and the Summit. As a volunteer, it is your responsibility to understand and abide by the policies explained. These policies apply to all persons, whether they volunteer as members of a group or as individuals, regardless of length of time or frequency of volunteer activity. Volunteers are expected to sign in and out for each shift volunteered, which allows IVAT to track volunteer hours and provide volunteers with proof of hours.

Volunteer Duties

The Summit is fast paced. Please be aware that your volunteer duties may shift throughout your volunteer period, depending on the needs of the Summit at any time. Your cooperation and flexibility in performing such additional volunteer duties is appreciated.

Additional Policies & Procedures

- Volunteers promote an environment of mutual respect with all staff, volunteers, and participants, in accord with the IVAT mission
- Volunteers must respect the privacy and confidentiality of any information that may be obtained while working within IVAT
- All relationships between volunteers and staff, other volunteers, and participants shall be professional and within the boundaries of the volunteer job or activity, including dress, and language
- IVAT promotes an environment free from drugs and alcohol, sexual harassment, verbal and physical abuse, and violence
- Volunteers are trained for their specific tasks, duties, and responsibilities, and shall carry these out to the best of their abilities and follow the directions of the supervisory staff
- The safety and health of each volunteer is of extreme importance to IVAT, which you must report any injury and/or safety incident to your supervisor immediately, regardless of its apparent severity

Acknowledgement

I agree to abide by the policies and terms stated above. I understand IVAT retains the authority to ask me to cease volunteering and leave the property if I violate any of the policies. I will hold harmless IVAT from all liability, personal injury, loss, or damage whatsoever from any cause, which may arise from activities in and about the facilities of the IVAT event and/or on behalf of IVAT.

PRINT FIRST AND LAST NAME

SIGNATURE

DATE

Additionally, if a volunteer is 17 or younger, parent or guardian authorization is required.

Parent or Guardian Authorization

I hereby give permission to IVAT, in conjunction with the Summit, for my minor (youth) to volunteer. I understand the sensitivity of the mature content presented and shared in relation the Summit. I will hold harmless IVAT from all liability, personal injury, loss, or damage whatsoever from any cause, which may arise from activities in and about the facilities of the IVAT event and/or on behalf of IVAT.

PRINT PARENT OR GUARDIAN FIRST AND LAST NAME

PARENT OR GUARDIAN SIGNATURE

DATE

Volunteer Application 2024

NAME _____ DATE OF BIRTH (DOB) IF UNDER 18 _____

BUSINESS, ORGANIZATION, OR SCHOOL _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

E-MAIL ADDRESS _____ CONTACT NUMBER (AREA CODE) 000-0000 _____

Yes No

IS ENGLISH YOUR FIRST LANGUAGE? _____ IF NO, PLEASE SPECIFY FIRST LANGUAGE _____

EMERGENCY CONTACT NAME _____ EMERGENCY CONTACT NUMBER _____

Additional Questions

1. Have you volunteered for IVAT before? Yes No, first time volunteer IF NO, SKIP TO QUESTION 3
2. If you previously volunteered for IVAT, indicate how many years you have volunteered before:
 2 – 4 years 5 – 9 years 10+ years
3. How did you hear about IVAT?
 Employer Friend or Colleague LinkedIn Other (Please Specify): _____

Availability

Advise of your volunteer availability for the following days by marking the appropriate box(es) below. It is important to set your Summit attendance schedule first to avoid volunteering during a session you want to attend.

How many **total** hours are you available to volunteer? _____ total hours (in increments of 5)

Sunday, April 7 (Pre-Summit)	<input type="checkbox"/> AM	<input type="checkbox"/> PM
Monday, April 8 (Summit)	<input type="checkbox"/> AM	<input type="checkbox"/> PM
Tuesday, April 9 (Summit)	<input type="checkbox"/> AM	<input type="checkbox"/> PM
Wednesday, April 10 (Summit)	<input type="checkbox"/> AM	<input type="checkbox"/> PM
Thursday, April 11 (Post-Summit)	<input type="checkbox"/> AM	<input type="checkbox"/> PM

Please see Volunteer Schedule spread via Google Sheets linked,
https://docs.google.com/spreadsheets/d/1siNnVwdxCtEu3hSLcV7HtXUadV4_IDVsBE9sJvIEZEQ/edit?usp=sharing.

Summit Attendance

Do you plan to attend the Summit? Yes, attending No, volunteering only

If yes, are you purchasing CEs for \$90.00? Yes No

What days are you attending the Summit?

Monday, April 8 Tuesday, April 9 Wednesday, April 10 Thursday, April 11

Volunteer Application 2024 (Continued)

Choice(s) of Volunteer Positions

Select ALL positions of interest: Registration Desk Floater Bookstore Room Monitor SEE OPTIONS BELOW

If Room Monitoring, Choices of Tracks/Session Titles

Sessions will be assigned based on your track or session of interest. Please choose your top 3 tracks or sessions below. We will do our best regarding placement. See our Registration Brochure for more information.

- Track 1. Adolescent Trauma & Youth Violence
- Track 2. Child Trauma/Adverse Childhood Experiences
- Track 3. Criminal & Civil Justice Issues: Violence & Trauma
- Track 4. Grief, Loss, & Healing After Disaster Trauma
- Track 5. Health Care Systems, Violence, & Trauma
- Track 6. Intimate Partner Violence: Offenders
- Track 7. Intimate Partner Violence: Victims/Survivors
- Track 8. Native Hawaiian, Pacific Islander, & Indigenous Populations Trauma
- Track 9. Prevention & Early Intervention
- Track 10. Sex & Labor Trafficking
- Track 11. Sexual Victimization
- Track 12. Trauma Among Military Personnel, Veterans, First Responders, & Their Families
- Track 13. Trauma in Vulnerable Populations, Elders, & People with Disabilities

Track Interest

1ST CHOICE

2ND CHOICE

3RD CHOICE

Please include any special request or accommodations to consider when reviewing your Volunteer Packet:

Mahalo!

Submit your Policies, Procedures, & Acknowledgment form (signature required) and completed Volunteer Application 2024 forms to Krystal Baba krystalb@ivatcenters.org as a PDF attachment.

Subject line your email submission as “Volunteer Packet” with a PDF attachment to avoid your application from being missed.

You cannot register online before we provide a volunteer discount code to waive your registration fees.