

**FEMA Emergency Management Higher Education Conference Student Volunteers
June 2-5, 2008**

EM Students and Faculty,

The 11th Annual Emergency Management Higher Education Conference is quickly approaching and we need your help in making the conference run smoothly. We are seeking students currently enrolled in a college/university emergency management program to fulfill the position of student volunteer recorder/reporters

The main function of a recorder/reporter entails taking detailed notes of an assigned session and creating a written summary report (4-5 pages) of the session's salient details. The secondary function of the student volunteer is to help with various aspects of the conference i.e., passing around microphones, signing up conference attendants, etc. Student volunteers are required to attend 100% of the conference with 20% dedicated to volunteering and 80% as a participant/attendee. For the duration of the conference, student volunteers will receive free lodging and meals as provided by EMI. Travel and other forms of compensation are not provided.

If you are interested in the opportunity, please review the attached criteria and if you qualify, please contact the Volunteer Coordinator at Micheal.Kemp@ndsu.edu with the following information:

Subject line: FEMA HiEd Volunteer (Prospect)

1. Your name and contact information
2. Your level of study (Undergraduate, Graduate)
3. Faculty sponsor name and contact information

Shortly after receiving your message both you and your faculty representative will be contacted by the Volunteer Coordinator.

Note: Completion of the "Volunteer Prospect" process does not guarantee you will be selected as a volunteer coordinator.

Sincerely,

Micheal Kemp
Volunteer Coordinator
Micheal.kemp@ndsu.edu
Phone-701.721.0796

**FEMA Emergency Management Higher Education Conference Student
Volunteers
June 2-5, 2008**

Student Volunteer Criteria:

- Students must be enrolled in a collegiate Emergency Management program listed in the Emergency Management section of "The College List" on the FEMA EM HiEd Project website -- <http://training.fema.gov/EMIWeb/edu/collegelist/>
- Students must have the recommendation from a sponsoring academic faculty member.
- Students must be at least 18 years of age.
- Students must be able to complete the conference application process.
- Students must have the means to be in contact with the Volunteer Coordinator at least 30 days prior and after the conference.
- Students must be capable of taking detailed notes and creating quality reports.
- Students must be available throughout the duration of the conference.

If selected as a volunteer:

Student Volunteer Responsibility/Requirements:

Pre Conference

- Students are responsible to submit a conference application form with in the designated deadline. See the following for details: <http://www.training.fema.gov/emiweb/edu/>
- Students are responsible to arrange their own travel to and from the conference. Note: There is an available shuttle from the BWI airport and the EMI campus.
- Students are responsible for providing their own note taking material.
- Prior to the conference, students are responsible to make contact with the moderator of the assigned session as to introduce themselves and gather any available data that may assist in the process. Note: The volunteer coordinator will provide general contact information as details of the conference develop.

In Attendance:

- Immediately upon arriving at EMI you are required to sign in at billeting. Billeting is in building C; all you need to do is show up and sign in, you will receive campus identification, a room key and meal ticket free of charge.
- Students are required to meet with the Volunteer Coordinator as directed. A short mandatory meeting is required 20 minutes prior to the first day's Plenary Session and immediately following each Morning plenary session.
- Students are required to be on time and in attendance at all of the morning plenary sessions, their assigned breakout session, and other assigned duties.
- Students are required to take notes of the assigned breakout session. Students need to ensure they have own recording supplies (notepad, pen, laptop, etc), as no supplies will be provided.
- Students are required to take notes of the assigned session.

- Students are responsible to complete other assigned duties as directed by the Volunteer Coordinator or its representatives. Note: These extra duties are light duties that include helping pass around microphones, attendee sign in, etc.
- Students are required to follow all rules and regulations of the EMI campus

Post Conference

- Students are required to complete their reports per the provided guidelines. Note: The Volunteer Coordinator will provide report guidelines.
- Students are responsible to ensure their comprehensive report is reviewed by a faculty member and the assigned breakout sessions spokesperson/moderator prior to submitting their final report. Note: This should not take any longer than one working week.
- Students are required to submit their final project to the Volunteer Coordinator according to the provided timeframe (generally 3 working weeks from the conference's completion).

NOTE: Due to the limited available space and the usual heavy interest, prospective student volunteers may not be selected.

Any questions concerning the recorder/reporter process should be addressed to:

Micheal Kemp
Volunteer Coordinator
Micheal.Kemp@ndsu.edu
Or call 701-721-0796