

**Volunteer Job Descriptions & Application**  
**School of Congregational Development**  
**July 29 (Wed), 30 (Thurs), 31 (Fri.) & August 1 (Sat.), 2 (Sun.), 2009**  
**in the Northern Illinois Conference**

**Event Sites & Volunteer Needs**

*Tasks listed are general in nature; more specific needs will be listed as volunteer schedule is finalized.*

Midway Airport – greet/welcome guests, give directions & information (Tuesday eve & Wednesday)

O’Hare Airport (terminals 1,2,&3) – greet/welcome guests, give directions & information (Tuesday eve & Wednesday )

Orrington Hotel, Evanston – greet/welcome guests, staff registration desk, give directions, guide (each day all day)

First UMC, Evanston – welcome guests, lunch & reception set up/clean up, give directions, (Wednesday eve & Sunday all day)

Garrett-Evangelical Theological Seminary, Evanston – welcome guests, give directions (Thursday & Friday)

*Volunteers will be responsible for your own transportation to & from sites (car pools and public) and meals. Volunteers will wear vests & bright-colored “Volunteer” ribbons at airports for easy identification. Volunteers at hotel, FUMC, and seminary will be identified by a nametag & “Volunteer” ribbon. Training will be provided via written instructions.*

**District/Site Contacts:** responsible for distribution of job descriptions/applications to individuals & congregations (for newsletters & bulletins); collecting applications; recruiting volunteers as needed; communicating with Event Volunteer Coordinator.

**Aurora:** Barbara Pufundt 847.931.0710, ext. 11 **bpufundt@umcnic.org** Fax 847.931.0732

**Chicago NW:** Connie Williams 312.346.9766, ext. 132 **cwilliams@umcnic.org** Fax 312.346.7160

**Chicago Southern:** Connie Williams 312.346.9766, ext. 132 **cwilliams@umcnic.org** Fax 312.346.7160

**DeKalb:** Wendy Witt 815.751.4552 **revwawitt@aol.com** Fax 815.561.8289

**Elgin:** Barbara Pufundt 847.931.0710, ext. 11 **bpufundt@umcnic.org** Fax 847.931.0732

**Rockford:** Cindy Marino 815.399.5910 **cindymarino@christumc.cc** Fax 815.399.5226

**Garrett-Evangelical:** Mark Fowler 847.866.3961 **mark.fowler@garrett.edu** Fax 847.866.3957

**Volunteer Application**

(Print clearly, please.)

Name \_\_\_\_\_ District \_\_\_\_\_

e-mail address (required) print clearly: \_\_\_\_\_

Address/City/State/Zip \_\_\_\_\_

Cell phone \_\_\_\_\_ Home phone \_\_\_\_\_

I am available on days circled: 28 29 30 31 1 2 during these hours \_\_\_\_\_

\*\*Preferred locations (1<sup>st</sup> & 2<sup>nd</sup> choices): Midway \_\_\_ O’Hare \_\_\_ Orrington Hotel \_\_\_  
(See \*\* note below.) First UMC \_\_\_ Garrett-Evangelical Seminary \_\_\_

Send this completed form to your District/Site Contact (see list above) or Doris Rudy (Event Volunteer Coordinator) at Fax 847.864.5662 OR mail at 321 Greenwood, Evanston, IL 60201

To apply online, copy this address into your web browser:  
[http://www.surveymonkey.com/s.aspx?sm=nw051K1KOhFmsdRfdYAdBQ\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=nw051K1KOhFmsdRfdYAdBQ_3d_3d)

*\*\*Though personal preferences will be considered first, final assignments will be made on the basis of event needs.*