**BASA Senior Expo – 2014 Volunteer List – May 21, 2014**

**Volunteer Registration Table: 5/21/14, 9:30 – 1:00 PM –** Volunteer needed to check in all BASA volunteers and give them name badges and tell them where to report for their volunteer job.

**Booth Set-up/Tear-down Helpers:** 5/20/14 & 5/21/14 – Volunteers will assist sponsors and vendors with set-up and tear-down of Expo booths, materials, etc. These volunteers must be able to lift at least 50 lbs., stand and move comfortably for 2 hrs. Volunteers will be expected to stay for the **entire shift**.

**Wednesday, May 20: 5-7 PM**

Kim Schmitz – kim@actsoflovetc.com

Angie Walker - angiew@clockmobility.com 616.856.7498

Greg Kish – gkish@shrr.com

Nicole Westrick – nicolew@reynolds-jonkhoff.com

**May 21: 7:30-9:30 AM**

6) AM Phone/Email:

7) AM Phone/Email:

8) AM Phone/Email:

9) AM Phone/Email:

10) AM Phone/Email:

**Expo Bag Stuffers**: *5/19/14\* (Pending materials drop-off)* – Volunteers are needed to stuff GTOC bags with vendor/sponsor information. These volunteers will be able to sit for the entire job and no training is needed. 2:00 – 4:00 PM @ United Way of NWMI, 521 S. Union St.

Debbie Banton – debbanton@yahoo.com

Connie Hinstala – 231.883.5028

Amber Piotrowski – apiotrowski@hcr-manorcare.com

Katherine Lentz – Katherine.lentz@groswoldhomecare.com 231.225.9997

**Lunch room set-up:** 5/21/14 – Two able-bodied men or women are needed to set up and move tables in the lunch room Wednesday AM. Volunteers should be able stand for at least one hour. No training or orientation needed. 9:00 – 10:00 AM

Grand Traverse Pavilions Employees – 3 people – Penny Hanks – phanks@gtpavilions.com

Erin Simon – esimon@seniorhelpers.com

**Traffic Directors**: 5/21/14 – Four volunteers are needed to direct traffic by the front and rear doors of the Expo. These volunteers must be able to stand for 1-2 hours comfortably and must be outside. Dress appropriately. Front: 8:30-10:00 AM Rear: 7:30 – 9:00 AM

1) Front – Tom Emling Phone/Email: emlingt@msu.edu , 231.218.9947

2) Front – Nathan Moore Phone/Email: nathan@ihcare.net, 231.590.8584

3) Ron Bohn Phone/Email: 231-929-0832 (Senior Center)

4) Rear Phone/Email:

**Registration Desk**: 5/21/14 - Three volunteers/shift are needed to man the BASA Registration desk. These volunteers will hand out bags and count the number of attendees. Volunteers must be able to stand for 2-3 hours. Chairs will be provided for short breaks. Shifts will go from 9:00 – 12:00 and 12:00 – 3 PM.

1) AM - Dena Johnson Phone/Email: denajohnson@atipt.com

2) AM – Stephanie Walton Phone/Email: steph.walton@atipt.com

3) AM – Nancy Begeman Phone/Email: nbegeman@co.leelanau.mi.us

4) PM – Nancy Albrecht Phone/Email: nancy@nancyalbrecht.com

5) PM - Nancy Begeman Phone/Email: nbegeman@co.leelanau.mi.us

6) PM – Corie Kruse Phone/Email: corie72@hotmail.com

**Free Floating Assistance**: 5/21/14 – These volunteers will “float” through the Expo and be available to assist with booth vendors of they need a break, point attendees in the direction of Sponsor booths, and provide general assistance during the Expo. These volunteers must be able to stand and walk comfortably for 2.5 hrs. Shifts will run from 9:45 – 12:00 and 12:00 – 2:45.

1) AM – Nancy Albrecht Phone/Email: nancy@nancyalbrecht.com

2) AM – John De Marsh Phone/Email: jdema@lssm.org

3) PM – Tom Emling Phone/Email: emlingt@msu.edu

4) PM – Dave Hauser Phone/Email: dave@davehauser.com, 231.620.5750

**Water Station Volunteers**: 5/21/14 – These volunteers are needed to pass out water bottles/drinks to attendees where lunch is being served. These volunteers must be able to stand for 1-2 hrs. comfortably. **Please don’t allow attendees to take multiple beverages**. Shifts will be from 10:30 – 12:30.

1) Lisa Robitshek Phone/Email: lrobitshek@nmcaa.net

2) Janis Duwe Phone/Email: jgduwe@gmail.com

**Tray Volunteers**: 5/21/14 -  The Tray Volunteers will be responsible for clearing trays from all of the tables, wiping down trays with wipes before putting them back into circulation, and cleaning off tables as attendees finish their lunches.  Volunteers must be able to walk around the room quickly and function as a team with the rest of the Tray Helpers.  Shift will be from 10:30 am – 1:00 pm.

1) Debbie Banton Phone/Email: debbanton@yahoo.com

2) Deb Nichols Phone/Email: dnichols@heritagepmi.com

3) Heidi Kruse Phone/Email: hkruse@cordia.biz

4) Karen Couturier (Senior Center) Phone/Email: kccain99@aol.com 499-3076

**Line Volunteers**: 5/21/14 - The Line Volunteers will supervise the lunch line and assist attendees when necessary.  There could be long lines at times and people may have questions about the food and procedures.  These volunteers must be able to stand through the whole shift.  Shift will be from 11:00 am – 1:30 pm.

1) Pam Eldridge Phone/Email: esimon@seniorhelpers.com

2) Shirley Bowman (Senior Center) Phone/Email: shirley\_bowman@att.net

**Clean-Up Volunteers**: 5/21/14 – Volunteers are needed to assist with Expo clean-up after the event has ended. These volunteers will be dealing with garbage & recycling, sweeping, and general clean-up duties. Volunteers must be able to stand, sit, bend, and move comfortably for entire shift. Dress appropriately. Shifts run from 2:45 – 4:00 PM.

1) Debbie Banton Phone/Email:

2) Amy Northway Phone/Email: amy@monarchhomehealth.com

3) Katherine Lentz Phone/Email: Katherine.lentz@griswoldhomecare.com

4) Tom Emling Phone/Email: emlingt@msu.edu

5) Kim Bowman Phone/Email: kbowman@caatholichumanservices.org

6) Juanita Cole Phone/Email: jcole1@live.com

7) Kim Bauml Phone/Email: kim@options4seniorliving.com

**Vendor Check-In**: 5/21/14 – 1-2 Volunteers are needed to check in vendors as they come to set-up their booths for the Expo. Volunteers will be seated for this job.

1) Front - Lisa Parks & Nicole Weller Phone/Email: lparks@reversemortgagecenter.com

 Weller\_nicole@yahoo.com

2) Rear - Rachel Krino Phone/Email: baileydesigns@charter.net