



72nd T&E I Volunteer Welcome Letter

We are so happy to have you this weekend! We truly appreciate you taking the time and effort to volunteer for our conferences. Below you'll find important information about events and resources available for Volunteer Program Staff at T&E I.

Important Contact Information

Danielle Soba, Volunteer Support Specialist: (916) 672-1365

Addison Gabelich, Conference Services Specialist: Having an issue with your hotel room that the front desk cannot solve? Call Addison at (916) 359-2122.

Other Core Staff: Our office phones are forwarding to our cell phones. Call the office line at (916) 287-9622 and enter the appropriate extension to reach any members of Core Staff. See the inside page of the conference manual for extensions.

MLC Program Staff Group Chat

Want to receive live time notifications throughout the conference? We created a group chat through the Remind app for all program staff interested in joining. This group chat will be strictly for MLC conferences so we can get messages to you quicker, for example when meals are available, schedule & location changes, emergencies, etc.

TO JOIN, TEXT "@MLCPRO" TO 81010

PunchAlert

Punch Alert, Y&G's primary source of emergency communication used at conferences was introduced at AVT. Although this is not required for all program staff, we strongly encourage participation in order to provide a safer environment for our delegates. **Please have at least 1 or 2 people on your program area team download the app and understand its functions.** Note: While not at the conference, you may turn your notifications off. Please find instructions for downloading the Punch Alert App in your conference packet.

Please use the emergency number on the back of your badges as a secondary source of emergency communication while at conferences. If you have any questions about PunchAlert, please contact risk@calymca.org.

Your MLC Assistant Director Team

The MLC Assistant Directors invite all Program Staff Volunteers to utilize them as a resource when you have any questions or suggestions for program improvement. Your ADs are Kim Lockett (Advisor Development), Kalia Aragon (Chaplin), Joe Eustermann (Department of Finance), Trevor Michels (Bench Trial), & Dave Harris (Safety & Wellness Advisor).

Help Desk

Need extra supplies? Door locked? Projector not working? We have substantially increased the areas Help Desk is able to support and provide answers for. Text or Call 916-621-9634 or email help@calymca.org to contact the Help Desk. Once we receive your request, we will deploy appropriate Logistics, IT, Program, Hotel, or Facilities staff to fix the issue. Please make sure you include your name, program area, and location (building and room number) and a summary of the help you need or the action requested. Please make sure that you check the phone or email address you used to contact Help Desk, as they may need more information to complete your request.

Program Staff Volunteer Reunion

Y&G wants to kick off our first conference for the MLC program year with a reunion social to celebrate all those returning as well as welcome all the new faces for the 72nd year. The event is happening Sunday, November 10th from 6:00 PM to 7:00 PM in the Fresno Convention Center in room CC-2001/2002 (2nd floor). Come see old friends and meet new ones. Refreshments and treats will be provided!

[Printing Station](#)

We have a printing station available in the CC- Main Lobby for all to use.

[Volunteer Staff Lounge \(Double Tree - Salon G\)](#)

Need somewhere to get some work done or take a break between sessions that isn't one of your program area rooms? Come to the Volunteer & Advisor Lounge in the DoubleTree Hotel in Salon G. It is open starting at noon on Saturday (11/9) until 12:00 PM on Monday (11/11).

[Internet/WiFi](#)

WiFi is available in the Fresno Convention Center and Valdez Hall. The hotels have free WiFi for all to use. The Chromebooks in all program session rooms will already be pre-set with the WiFi password. Internet access is limited for those who need it to present and will not be passed out to everyone. Doing so will slow down the network and make it hard for Program Staff Volunteers to do their sessions.

Wifi connections are limited and needed for those who need it for their sessions and presentations. If you would need to use your own laptop/devices to present, see Danielle at check-in or contact the Help Desk for WiFi help.

[Appointed Interviews Reminder](#)

Delegates were told that the results of any interviews will be posted in the CC-Main Lobby. Please email the results of your interviews to Richard Chapin at richard@calymca.org by end of Saturday (November 9th).

[72nd T&E I Public Roster](#)

The 72nd T&E I Public Roster has been posted online. Go here to see it: <http://bit.ly/72ndPublicRoster>. If you have corrections to make to your roster, please email Langston at langston@calymca.org.

[Y&G Board Feedback Forum](#)

On Sunday, November 10th, the Y&G Board of Directors will be holding office hours from 2:00-5:00 PM in the Valdez Hall - Firebaugh Room for all Program Staff who have not met with a board member to share feedback on the program and your volunteer experiences with Y&G. Your attendance and feedback are important in helping us continue to improve the overall experience for all participants. There will be a sign-up sheet by the room for people to sign up for a slot.

[Parking](#)

For those requesting a parking pass, please collect your pass from Danielle at check-in and park at the [DoubleTree Convention Center Fresno Hotel \(2233 Ventura St, Fresno, CA 93721\)](#) during the conference hours. You may park at your respective hotel any time throughout the weekend. If you have any questions, please see Danielle at Volunteer Check-In.

[Program Boxes/Supplies](#)

To better the experience for program areas, Y&G would like to spend this year cleaning out program boxes and take inventory. This will help Danielle when organizing and disseminating supplies during conferences. In each box will be an **INVENTORY SHEET**. Please include on this sheet any supplies/items that you want to KEEP in your box throughout the year. At the end of the conference, please make sure all of your Program Area boxes are stacked neatly **outside** your room with all of your program supplies. Do **NOT** put anything edible into your program boxes. All Technology & AV equipment should be left inside the room for Logistics and IT Staff to pick up.

[Delegation of Distinction/Delegation Announcements](#)

Please use this Delegation of Distinction Form (<http://bit.ly/staffDOD>) to let the Advisor Development Team (ADT) know about the positive or negative interactions you have with delegates or advisors throughout the conference. This helps the Advisor Development Team when determining the Delegation of Distinction. If you have any questions about the form, please email the Advisor Development Team Lead Staff, advisors@calymca.org.

[Nextyear@calymca.org](#)

See a way to improve conferences for next year and don't want to wait until the survey to mention it? Email nextyear@calymca.org. Every summer, Core Staff read through the suggestions and determine which changes we can incorporate. If you have suggestions/requests for upcoming conferences within the current program year (i.e. T&E II and Sacramento), please contact someone on Core Staff directly.