

# 2018 EAO Conference: Partial Work-Trade Scholarships

## How to Apply:

Scholarship application timeline: Opens June 15, 2018; closes when funds are no longer available. Order in which application is received will factor into awarding process.

Please answer the following questions and email your responses to Karin at [karinonkkadesign@gmail.com](mailto:karinonkkadesign@gmail.com).

- 1) How will this conference enhance your EE career?
- 2) Why are you requesting a scholarship?
- 3) Are you able to pay \$150 + 20 membership?
- 4) Are you able to complete a couple of short work shifts during the conference (not to exceed 4 hours)? Please indicate areas of interest from list below.

## Draft of Work-Trade Tasks:

### 1. Check-in:

- Working check-in table
- Answering questions
- Orientation
- Informing about current and evening activities
- Guiding participants to accommodations
- Helping with luggage

### 2. Welcome Reception:

- Assist with setting up sponsor tables
- Prepare and serve appetizers and beverages
- Clean up
- Assist with camp tours
- Assisting with networking and tabling activities

### 3. Celebration Dinner:

- Set up/decorate
- Serve wine and beer
- Monitor doors so that alcohol does not leave the building

### 4. Hospitality Crew:

- Snacks stocked
- Snack area clean and wiped down
- Check bathrooms – properly stocked and clean? Let Karin or Canby staff know if not.

### 5. Room Set Up:

- 3-5 assistants will be needed to set up rooms and outdoor presentation areas

### 6. Tech Crew:

- 3-5 Assistants will be responsible for AV setups, projectors, etc.

### 7. Presentation Moderators:

- Introduce presenter
- Keep presenter on time using cue cards
- Help facilitate Q&A or activity, as needed
- Hand out and collect presentation surveys and pens/pencils

### 8. Raffle:

- Raffle setup
- Selling tickets
- Awarding prizes

### 9. Campfire:

- Setup and ensure safety of the campfires
- Tasks will include stacking firewood and setting the fire

### 10. Final Day Cleanup:

- Check cabins bathrooms, meeting rooms, outdoor lesson areas and trails
- This duty may require that you stay Sunday from 12noon to 2pm

