

GOLD STAR CHAIR

NAME Office

- I. Orders Gold Star pins

NAME Policy

To reduce cost, the pin design is standardized at the NAME office.

Important Requirements

- ❖ **The pin color may be selected by the local committee or from the supply on hand at the NAME office.**
- ❖ **Gold Star hours shall not be transferred between individuals.**

Committee Responsibilities

- I. Coordinate requests from Steering Committee Chairs.
- II. Sign-up table for volunteers at Convention/Houseparty
- III. Distribution of Gold Star pins at Convention/Houseparty
- IV. Schedule volunteers

Guidelines

- I. With the approval of the Steering Committee, decide what jobs are eligible for Gold Star pins.
- II. Two hours of volunteer service are necessary to receive a pin. The volunteer does not have to serve two hours in the same area.
- III. No one may receive more than one pin.

Requests from Steering Committee

- I. Each Steering Committee Chair will determine the number of workers and hours needed by Gold Star volunteers.
 - A. Suggested volunteer areas:
 1. Exhibit room monitors
 2. Sales room monitors
 3. Table host/hostess
 4. Public day ticket sales
 5. Hospitality room
 6. Program participants
 7. Registration area
 8. Convention/Houseparty Helper ticket sales. Care should be taken in selecting Convention/Houseparty Helper ticket sellers, as they may be responsible for large sums of money.
 9. Those who may have worked prior to Convention/Houseparty, if they are attending Convention/Houseparty, are eligible for a pin.

10. Convention/Houseparty Committee
 - B. Place order for pins with NAME Office 3 to 4 months prior to the event.

Sign-up Table

- I. Maintain a table in a visible area at the Convention/Houseparty for additional volunteer sign-up in the registration area. List the times volunteers are needed and update it frequently.

Distribution of Pins

- I. Establish a location and time for volunteers to pick up pins.
- II. Create a schedule card to give to each volunteer. The volunteer should have the committee member which they have been assigned to help sign the card. The volunteer should return the card to the Gold Star Chair to receive a pin. You may want to have a designated time to hand out your pins and include it in the Schedule.

Schedule Volunteers

- I. From the tear-off sheets in the packet that are returned, make up a schedule for each volunteer.
- II. Coordinate with Registration Chair to put volunteer's schedule in appropriate registration packet.

After the Convention/Houseparty

- I. Submit a written summary, including recommendations, to the Hosting Chair.