



# Gold Star Volunteers



The Gold Star Volunteer Program allows you to earn a Gold Star Pin for **volunteering a minimum of two hours during the Convention**. If you volunteer for multiple jobs, it will be greatly appreciated, but you will be given only one Gold Star Pin. Please consider being a part of the Convention 'behind the scenes workforce' by completing and returning this form to be a Gold Star Volunteer. *If you prefer a volunteer job that allows for sitting, please check the appropriate line on the form below.* First timers are not only welcome, but are encouraged to volunteer, as this is a great way to meet other miniaturists. Remember to check the enclosed Convention schedule to determine your availability. Your volunteer schedule will be included in the packet you receive at registration; however, if you include your email address, we will confirm your volunteer assignment in advance. Please return your form by **April 25, 2025**, so that you can be formally acknowledged. However, we will accept forms up to and at registration.

Please complete the form below and send to:  
**Janet Smith**  
**5136 Lost Padre Mine Rd.**  
**Las Cruces, NM 88011**  
Or email to [desertminis@gmail.com](mailto:desertminis@gmail.com)  
**575-532-5432**

----- Please **do not** return this to the NAME Office. Send to address above. -----

## Gold Star Volunteers

Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Cell: (\_\_\_\_) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Expected arrival date \_\_\_\_\_ Expected departure date \_\_\_\_\_

I am available to work these days/times \_\_\_\_\_

Please number in order of preference:

- |                           |                               |                           |
|---------------------------|-------------------------------|---------------------------|
| ____ Sales Room           | ____ Exhibit Room             | ____ Mini Swap            |
| ____ Registration         | ____ Silent Auction           | ____ Roundtable Workshops |
| ____ Registered Workshops | ____ Pre-Convention Workshops | ____ Theme Luncheons      |
| ____ Houseparty Helpers   | ____ Hospitality Room         |                           |

\_\_\_\_ Please choose for me – wherever you need me.  
I am: \_\_\_\_ an early bird \_\_\_\_ a night owl

\_\_\_\_ I am willing to work more than 2 hours!      \_\_\_\_ Please assign me to a job where I can work seated.

(see next page for job descriptions)

# WHAT DO GOLD STAR VOLUNTEERS DO?

***Exhibit Room*** - Assist in checking in exhibits and placing them for display during the hours designated for exhibit room set up. Monitor the exhibit room during open hours to prevent handling of exhibits. Assist in checking out exhibits at the end of the houseparty.

***Hospitality Room*** - Make other attendees feel welcome. Assist the hospitality room chairman as instructed. Demonstrate the "make it and take it" project if there is one.

***Houseparty Helpers*** - Assist at the registration table to accept donations. Assist in set up of houseparty helpers and their ticket boxes during the hours designated. Assist with boxing up donations and preparing them for distribution prior to the Saturday night banquet. Assist in distributing houseparty helpers to winners.

***Mini Swap*** – Help set up room for swap. Help set up bags for swap. Assist with checking in participants.

***Pre-convention and Registered Workshops*** - Distribute class lists and evaluation forms to each workshop at the beginning of the day and collect evaluation forms at the end of the day.

***Registration*** - Assist at registration table to check in registrants and give them their registration packets, tote bags or souvenir books.

***Roundtable*** - Direct presenters to their sales location. Monitor doors to prevent early entry of participants. Sell kits for presenters who do not have an assistant to do so. Provide water for presenters, as needed.

***Sales Room*** - Monitor sales room during the hours designated for set up to help ensure that only authorized persons gain entrance to the room. Monitor sales room during open hours to deter theft. Provide water and purchase & deliver food for dealers as needed.

***Theme Luncheons*** - Check in attendees and obtain necessary signatures. Distribute and collect evaluations.