



**BUSINESS
PROFESSIONALS
of AMERICA**

NLC VOLUNTEER & INTERNSHIP PROGRAM OVERVIEW

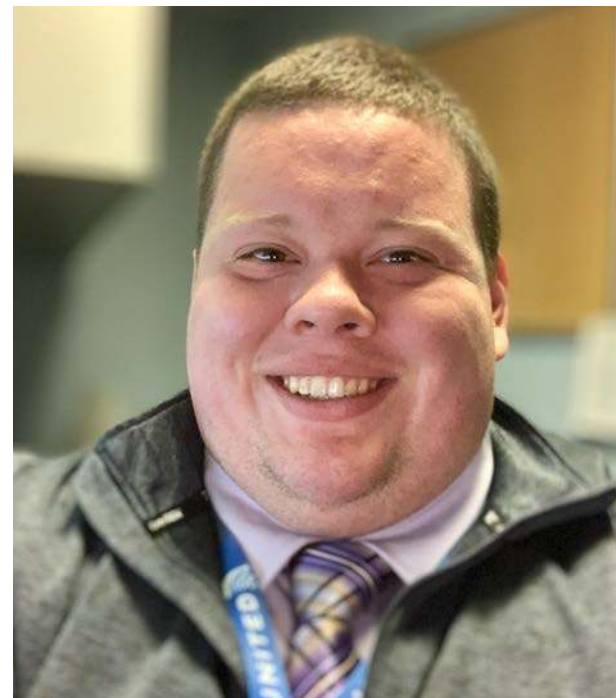
FEBRUARY 26, 2020

Meet Your Presenters



Angie Benson

National BPA Board of Trustees, Alumni Representative
NLC Volunteer & Intern Program Co-chair



Garrett Bock

National BPA Alumni
NLC Volunteer Coordinator Co-chair



Heather Bunning

Director of Marketing & Stakeholder Engagement
NLC Volunteer & Internship Program Manager
National Association Staff

Help Make NLC a Huge Success

This is *your* conference!



Did You Know...

- The National Center staff is made up of only nine people
- We would not accomplish a fraction of our good work without volunteers
- The majority of nonprofit organizations rely heavily on volunteers
- Volunteerism is about serving in an area of need
- Volunteer opportunities = leadership opportunities

Why Get Involved?

- Volunteers drive the success behind BPA
- The Volunteer & Intern Program is a vital part of NLC
- Involves over 400 student volunteers from across the country
- Because you want to:
 - See what happens behind the scenes
 - Meet new people
 - Participate in the ultimate leadership experience
- Because *you* are important to the success of NLC!

About the Program

- Rolled out new program structure in 2019
 - Created more volunteer opportunities
 - Streamlined initiatives
 - Enhanced roles and responsibilities
 - Offered valuable/meaningful experiences for *all* volunteers
- Larger number of volunteer opportunities
 - Over 400 student volunteers in 2019
- Introduced new internship experiences
 - 18 internships offered
 - Online application process
 - Experiential learning opportunity

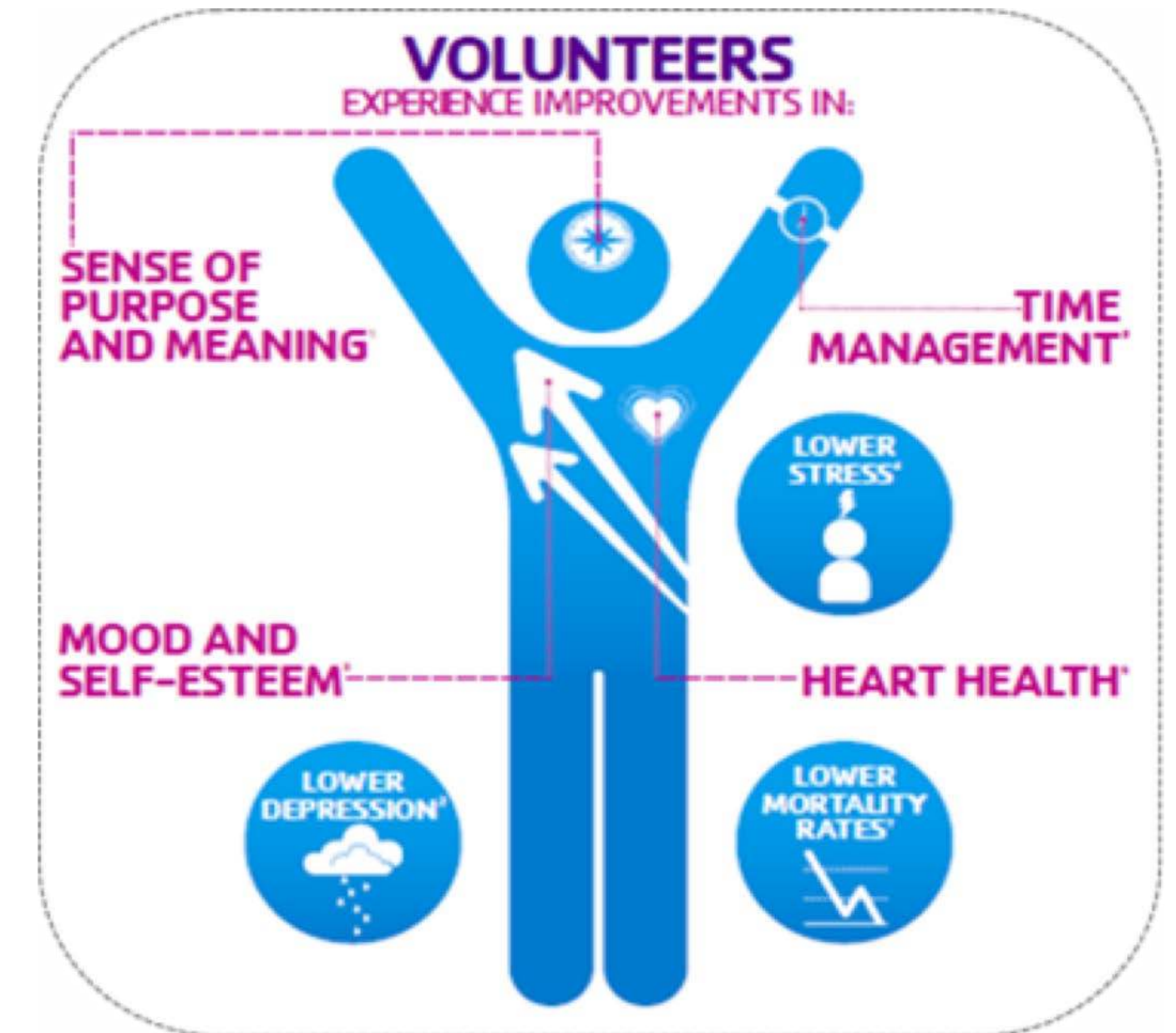
Program Objectives

- Offer valuable/meaningful experiences for all volunteers
- Introduce opportunities to explore your interests while developing valuable skills
- Provide orientation, support and training for volunteers
- Assign leads or primary points of contact to ensure oversight and supervision
- Assign BPA alumni mentors
- Reward and recognize volunteers

Get Involved: Volunteer

Why Volunteer?

- Make a difference
- Develop Skills
- Gain real-world experience
- Receive mentorship
- Apply knowledge learned in coursework
- Make new friends
- Help make NLC a success!



NLC Volunteer Opportunities

- AICPA Bank On It Tournament
- BPA University
- Digital Learning Lab
- Competitive Events
- BPA Day of Service | Special Event
- Exhibitor Showcase
- General Sessions
- Judges
- National Showcase
- NLC Merchandise Booth
- Registration
- NLC Runner/Page
- Volunteer Desk
- Walk for Special Olympics
- Host Committee Liaison

Get Involved: Intern

Why Intern?

- Gain valuable skills and experience
- Showcase your talent
- Build your network
- Receive mentorship
- Gain real-world experience
- Earn a great résumé or college application booster
- Help make NLC a success!



Get Involved: Intern

Internship Structure

- Provide hands-on learning and mentorship
- Give a behind-the-scenes look at what's involved with key areas of the conference
- Have the opportunity to develop and enhance skills
- Mentor matching with BPA Alumni
- Work directly with National Center staff
- Make your own experience (get out what you put in)
- High level of expectation and responsibility

NLC Internship Opportunities

Limited Number of Opportunities

- Conference Management Interns
- Event Management Interns*
- Finance Interns
- Marketing Communications Interns
- Merchandise Management Interns
- Videographers
- Photographers
- Cybis Production Interns

What Should I Wear?

- **Wear Your Credentials at All Times**
 - Volunteer or Intern badge
 - Conference name badge
- **New Dress Code – Dress Appropriate**
 - Business Casual for 90% of all opportunities
 - Casual Clothing for certain opportunities (*Day of Service, Walk for Special Olympics, Special Event*)
 - Business Professional for limited opportunities
- **Follow the NLC Dress Code**

Onsite Orientation at NLC

All volunteers and interns are required to attend one orientation session

- Review roles and responsibilities
- Go over information such as:
 - Conference Facilities and floor plans
 - Credentials
 - Dress Code
 - Goals & Expectations
 - Alumni introductions and matching
 - Q&A

After Orientation – Your First Assignment

- **Check in at the Volunteer Desk**
- **After check-in, head to your assignment**
- **Locate the Alumni & Host Committee Representatives**
 - Introduce yourself
 - Ask how you can help
 - Jump right in
- **Enjoy your experience!**

How to Register or Apply

Volunteer Opportunities

- Advisors can register students for the NLC Volunteer Program through the Conference Registration System

Internship Opportunities

- Local advisor approval/sign-off is required for all NLC Internships
- Complete an online application available at: bpa.org/nlc under the Volunteers & Interns tab
- Students that apply but are not selected will be assigned to a volunteer program initiative

Website Review

<https://bpa.org/nlc/volunteer-internship-programs/>



Volunteer and Internship Programs

Get involved with our National Leadership Conference

Learn more!



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THANK YOU!