



Today's students. Tomorrow's business professionals.

Montana Association

Conference Intern Application
2012 State Leadership Conference
March 11-13 Billings, Montana

To provide a quality and meaningful student experience
there will be a maximum of 10 Conference Interns.

Please type or print clearly

Name (first and last):

Chapter: Advisor's Name:

Advisor Phone:

Your E-mail:

Your Advisor's E-mail:

1. Why do you want to be a volunteer Intern?

2. In what events are you competing at the state leadership conference?

By **February 7, 2012**, Fax or E-mail the completed application form to:

Eric Swenson
Business Education Specialist
Montana Office of Public Instruction
PO Box 202501
Helena, MT 59620-2501
Fax: 406.444.1373
eswenson@mt.gov

Our Intern coordinators will likely contact you prior to conference to discuss with you the responsibilities you will be helping with. At the conference, there will be a required **Conference Intern Orientation meeting on Sunday, March 11 at 5:30 pm** at the Convention Center. Interns will be recognized during the conference for their help and assistance.



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Conference Intern Duties
2012 State Leadership Conference
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INTERN DUTIES AT STATE CONFERENCE

Interns help with various activities during the state leadership conference events on Monday at the Billings Hotel & Convention Center and Holiday Inn Grand Montana.

Possible duties may include:

1. Showing judges to their appropriate rooms for judging events
2. Handing out boxed lunches to judges who will not have time to eat between judged events
3. Transferring judged events materials between the judges and the competitive events headquarters
4. Delivering supplies to judges and proctors
5. Being on call to assist the Conference Committee and/or State Leadership Team
6. Stamping programs after the workshops to provide proof students have attended
7. Helping the sound system crew by running the spotlights for all sessions—
 - Opening Session Sunday evening,
 - First General Session Monday morning,
 - Second General Session Monday evening, and
 - Awards & Closing Session Tuesday morning.
8. Assisting State Officers with their duties when needed
9. Assisting in putting Chain of Love together for the Second General Session
10. Counting money collected from Chain of Love activity