



Event Volunteer Resources

Independent Contractor for NRA Annual Meetings

January 10, 2012

Thank you for your interest in volunteering at the NRA Annual Meeting in St. Louis in April.

Following is the letter and registration form for the volunteer opportunities at the annual meeting. If you have any questions regarding the different venues or any other questions, please give me a call or send an e-mail.

Membership Services and Registration

An extremely high-volume venue, Membership Services registers all members so they can enter the Exhibit Hall and handles new memberships, renewals or upgrades.

The Membership Services counters are set up on Thursday morning, and become operational at 2:00 pm. Twenty (20) volunteers are needed for that preliminary shift. Two shifts of 60 volunteers are needed at all times for Friday, Saturday, and Sunday morning. Sunday afternoon 16 volunteers are requested for the afternoon shift. Membership Division staff will provide orientation and training to new volunteers. (Experienced NRA membership recruiters would be perfect for this venue, but is not a requirement.)

The NRA Store

The NRA store is another high-volume area during the entire weekend. The store is open for longer hours than the Exhibit Hall, and all volunteers are asked to report for each shift a half-hour early to allow for training and a smooth transition between shifts. Experience with retail sales, cash registers and credit card machines is ideal, but other duties do not require that background.

Sixteen (16) volunteers are needed for Wednesday April 11 and four (4) on Thursday, April 12 for fine tuning and finishing set-up. This involves lifting, unpacking, pricing and stocking inventory. The first shift for sales will be Thursday starting at 2:00 pm and requires 6 people.

Friday, Saturday and Sunday, 27 volunteers are needed for each shift. An additional 6 people are needed to pack up merchandise after the store closes on Sunday. Duties will be assigned to run the registers (previous experience appreciated), bag merchandise and assist customers on the store floor plus handle internet/catalog sales. If possible shifts will be half-day shifts but any help is appreciated.

Air Gun Range

This is the third highest volume area. All volunteers working the range must be NRA certified instructors, training counselors, coaches or range safety officers. Volunteers will work under the direction of the NRA staff.

Thursday, a total of 16 volunteers are needed from 9:30 am. to 1:30 pm. to assist in setting up the range. The range is open on Thursday, April 12 at 2:00 pm and needs 8 volunteers. Friday, Saturday and Sunday the range is open from 8:00 am to 5:00 pm. with 16 volunteers needed for each shift. Additional volunteers will also be required to take down the range late Sunday afternoon.

Exhibitor Registration

This year the Exhibit Hall will contain one of the largest and best display of firearms, accessories and related items.

Operation of the Exhibit Hall requires the assistance of volunteer personnel to staff the Exhibitor Registration Counter and work under the direction of the NRA Exhibit Hall Coordinator.

Volunteers must have keyboard experience and be prepared to work with a personal computer and printer.

Volunteer requests are for all day, however, we can divide each day into two shifts and use more people who have the required experience. Wednesday, one volunteer (or 2 in shifts), Thursday two volunteers (or 4 in shifts), Friday, Saturday and Sunday one volunteer for a full day or divide into two shifts.

Firearms Examiners

Thursday afternoon, April 12, starting at 4:00 pm and through Friday, 24 volunteers with a thorough knowledge of firearms are needed to inspect all guns on the exhibit floor. The exhibitors must deactivate all guns on display. The volunteers will examine each gun to verify that firing pins have been removed. After the initial inspection is completed a limited number of volunteers are requested to perform similar service during the rest of the weekend. Friday and Saturday two volunteers are requested for a full day or of course can be divided into shifts.

Everyone interested in this venue must complete a firearm inspector's application. If you have completed an application in the past it will be on file.

Refuse to Be A Victim

Volunteers are requested to assist the Refuse to Be A Victim Seminars and Workshop.

Thursday, April 12, two volunteers are needed from 10:00 am to 1:00 pm to prepare the room and student materials.

Friday, May 12 two volunteers are needed from 11:30 am to 1:30 pm for registration and check-in. Friday afternoon one volunteer is needed from 1:30 pm to 4:00 pm for computer work. The request for Saturday is the same as Friday. On

Sunday, April 15, two volunteers are needed from 4:00pm to 5:30pm for break down and packing.

Celebration of American Values Leadership Forum

This event takes place on Friday, April 13 and has an attendance of around 8,000 NRA members. Fifteen volunteers are needed to serve as greeters and assist in directing the flow of people attending the event. Volunteers are needed at 11:00 am until 1:30 pm. If you have tickets for this event you are welcome to stay.

Celebration of American Values Freedom Experience

This event on Saturday, April 14 is the crowning social event of the Annual Meeting. More than 10,000 people have attended this in the past. Fifteen (15) volunteers are needed to serve as greeters and assist in directing the flow of people. Volunteers are requested from 5:30pm to 7:30 pm. If you have tickets for this event you are welcome to stay after your shift

Prayer Breakfast

The breakfast takes place on Sunday morning, April 15 at 7:00 am. Lt. Gen. Jerry Boykin is the Keynote speaker. Ten (10) to 15 volunteer are needed to place materials at each setting.

Additional volunteers may be needed on Saturday to collate materials unless done in volunteer office.

Other

There are other forms of volunteer support needed such as facility support and the odd requests that come in at the last minute. There are sometimes requests for Eddie Eagle, and other departments that need additional support.

There is no doubt that other opportunities will arise, as well. The fact is that if you have the desire to help we can find a job for you.

As we get closer to April, all volunteers will be contacted and informed of assignments and the schedule. At that time we will also have more information concerning the Volunteer office, parking arrangements, and other specifics

Again, thank you for your interest in being a volunteer at the St. Louis NRA Annual Meeting. It is always hard work, but I know you will also find it to be a most rewarding experience.

Looking forward to seeing you in St. Louis.

Sincerely,

Gayle Carter Cook
Volunteer Coordinator

Attached: Registration Form

GO TO NRAAM.ORG FOR ADDITIONAL ANNUAL MEETING INFORMATION