

# Denver Pop Culture Con Corporate Volunteer Guidelines

Thank you for your interest in volunteering with Denver Pop Culture Con as a Corporate group. Below is information that will help facilitate the process. While this document is aimed towards corporate groups, military groups and non-corporate groups are also welcome.

## Volunteering as a Group – What You Need to Know

- Please provide the name and email address of the primary group contact to [groupvolunteer@popcultureclassroom.org](mailto:groupvolunteer@popcultureclassroom.org)
  - We will work with your group contact to determine the best way to get your group prepared for volunteering with Denver Pop Culture Con
- Please provide onsite contact person and details (if different than primary group contact) as well as a backup onsite contact
- Please provide us a list of all your volunteers in advance
  - This list will help us confirm how many are coming and who they are
  - This list also allows us to determine shirt sizes and handle waivers in advance
  - As long as we have been provided a group list or the volunteer has indicated your group membership, we will confirm with each group volunteer their inclusion on your team
  - We will confirm this list with the group contact closer to the convention
- All our volunteers must have a completed criminal background check
  - If your Corporation already performs a background check on each group member we will need a letter from HR confirming the date of the background check. A list of what is required in the background check will be sent separately
  - Non-employees - such as friends and family members of your group - and any group members that have not had a background check through your Corporation must complete a background check through us. We cover the cost of this background check
- Volunteers must be 15 years and older at the time of their application
  - Volunteers under 18 must submit a parental consent form:
    - <http://s3.amazonaws.com/shiftboard/sites/583266/docs/129333/5a41be3e3ad05697.pdf>
  - Volunteers under 18 must also have a background check
- To make Denver Pop Culture Con volunteers more easily identifiable all volunteers must wear the Denver Pop Culture Con Volunteer shirt for the current year
  - The shirt is provided by Denver Pop Culture Con and can be picked up onsite during the convention
  - It is okay to wear group-branded hat, pin, name tag, and similar as long as it does not interfere with volunteering and does not cover the Denver Pop Culture Con Volunteer shirt or credentials
- We will provide the necessary credentials to access the convention
  - Each day the current day's credentials can be picked up onsite during the convention
  - These credentials can be used to enjoy the convention when not working their shift
- We will work with the group contact to confirm the volunteer schedule for their group
  - Shifts will be four hours. If your group is interested in volunteering more please let us know
  - Shift time and work area will be determined by the needs of Denver Pop Culture Con
  - The majority of the need is 12PM - 7PM, Friday - Sunday during the convention weekend
  - All members of your group will be assigned to the same area and time
    - Some Denver Pop Culture Con teams cover large portions of the convention center so group members may be spread out within that team's area
    - It may be necessary for us to split groups larger than 20 members into different areas and times. We will work with the group contact if this is necessary
- Instructions on volunteering will be sent out to each volunteer as well as the group contact
- All volunteers must follow Denver Pop Culture Con's policies as laid out in our handbook and training.
- Please look at our [FAQ](#) and email any questions to [groupvolunteer@popcultureclassroom.org](mailto:groupvolunteer@popcultureclassroom.org)

We accept volunteer groups on an as-needed basis, and reserve the right to decline group applications that do not meet our mission and values.