**West Virginia Reading Association**

**Call for CONFERENCE HOSTESSES OR HOSTS**

****

Dear Colleague:

Thank you for volunteering to be a conference hostess or host. **To be a conference hostess or host, you must register** **and have paid to attend the conference.** As a conference hostess or host, you will be an ambassador for the West Virginia Reading Association. Your duties will be to welcome our conference guests, give directions, and answer questions.

As an association, we do not wish to take away from your valuable conference experience; therefore, please provide the following information to assist us in assigning you a hostess or host time slot, which best suits your conference schedule. Check all that apply.

\_\_\_\_\_Thursday, November 19, 2015 AM; \_\_\_\_\_Thursday, November19, 2015 PM

\_\_\_\_\_Friday, November 20, 2015 AM; \_\_\_\_\_Friday, November 20, 2015 PM

\_\_\_\_\_I am flexible. Please schedule me whenever the WVRA needs me.

\_\_\_\_\_I am a WVRA Executive Board Member. Do not schedule me during Board functions.

**NAME**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(As it is to appear in the conference program)

**Mailing Address**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; State:\_\_\_\_\_\_\_\_; Postal Zip Code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-Mail Address**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Preferred Telephone Number: (AC\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_

Best times to contact me, only if necessary\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return this form by either mail or e-mail, on or before August 1, 2015 to**

Jone Hersch

P.O. Box 7

Barrackville, WV 26559

[**joneh2@aol.com**](mailto:joneh2@aol.com)