

All volunteers must:

1. Sign the liability form.
2. Show up on time for all volunteer assignments.
3. Complete approximately 10 hours of service to qualify for a full refund of the meeting registration fee.
4. Have an ESA staff member sign their timesheet.
5. Submit timesheet and registration receipt to [mrowe@esa.org](mailto:mrowe@esa.org) by Thursday, August 25.

Note: Please review the ESA Code of Conduct, and if an incident arises, you can file a report at [esa.ethicspoint.com](http://esa.ethicspoint.com) (this can be done anonymously if you choose), call the incident hotline at 884-641-4133, or email [codeofconduct@esa.org](mailto:codeofconduct@esa.org).

Name: Evan Perkowski

**Assignments:**

Day	Time	Assignment	Hours
Monday	6:30 - 8:30 am	Registration desk	2
Monday	8:30 - 10:30 am	Registration desk	2
Tuesday	7:30 - 9:30 am	Info desk	2
Tuesday	1:30 - 3:30 pm	Info Desk	2
Wednesday	7:30 - 9:30 am	Info desk	2
Total:			10

**Refund Information**

iMIS ID: \_\_\_\_\_

Credit Card No.: VISA / MC / AMEX: 5509 9108 7015 5384

Exp. Date: 02/2023 CVV code: 450 Billing Zip: 79382

Name on Card: Evan A Perkowski

Total Amount to Refund: \$210.00

Email Receipt To: evan.a.perkowski@ttu.edu

By signing this form, I acknowledge that I have completed at least 10 volunteer hours at the 2022 ESA Annual Meeting.

Student Volunteer Signature: Evan Perkowski

Date: 08-18-2022

Staff Member Signature: Monica Rowe

Date: 08-18-2022

ESA USE ONLY

Registration Fee Paid:

Amount Reimbursed:

Date Issued: