



## Montana Association

Conference Intern Application  
2024 State Leadership Conference  
March 10-12, Billings, Montana

To provide a quality and meaningful student experience

### 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 1, 2024**. Mail or E-mail the completed application form to:

**Lisa Parker**  
**Montana BPA State Director**  
**3045 Jonathon Court**  
**Billings, MT 59102**  
**lparkermtbpa@gmail.com**

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 12, 2024** at the Convention Center. Interns will be recognized during the conference for their help and assistance.



## Montana Association

Conference Intern Duties  
2024 State Leadership  
Conference  
March 10-12  
Billings, Montana

### INTERN DUTIES AT STATE CONFERENCE

Interns help with various activities during the state leadership conference events on Sunday at MSUB and then on Monday at the Billings Hotel & Convention Center and Trailhead Hotel.

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. Serving as room hosts and assisting workshop presenters
7. Helping the sound system crew by running the spotlights for all sessions—
  - Opening Session Sunday evening,
  - Second General Session Monday evening
  - Awards & Closing Session Tuesday morning.
8. Assisting State Officers with their duties when needed
9. Assisting in putting Special Dots Posters up before the Monday morning General Session
10. Assist with set up of opening session.