

United States Association for  
**BODY PSYCHOTHERAPY**  
*Unraveling Trauma:  
Body, Mind, & Science*  
**USABP 6<sup>th</sup> National Conference**  
**October 22-25, 2010**

### ***Work Study Program***

A limited number of work study positions are available for the USABP 2010 Conference (Unraveling Trauma: Body, Mind, & Science). To be considered for a Work Study position at the conference please submit an application.

#### **What is a Work Study Position?**

Work study participants at the USABP conference act as an extension of the USABP staff and conference organizers. Work study positions are based on the expected needs of the event and may be modified as the need arises. Work study participants assist with conference set up and teardown, assist registration and CE staff, serve as room monitors, etc. Work study participants are cheerful, friendly, service-oriented people who are ready to go out of their way to help others, and they work hard in return for the opportunity to receive a substantial discount at USABP conferences.

#### **Who may apply?**

Any person seeking financial assistance with conference registration may apply. Priority of selection will be for USABP members enrolled in a certificate or modality training program. Applicants will be screened based on financial need and availability to complete needed tasks. There are a limited number of work study positions available.

#### **What is included in the application process?**

The following are the parts to the work study application.

1. One page application
2. 200 word (max) statement of interest
3. Conference registration form and applicable payment
4. Supervisory recommendation (if enrolled in a certificate or modality training program).

#### **How much does it cost?**

If you are selected for a work study position you will receive a special registration rate of \$285 for members or \$385 for non-members for the conference. This rate does not include food (except for the Saturday/Sunday luncheons), housing, transportation, or post-conference workshop registration fees (although work study hours may be done during post conference times) (Students taking advantage of the student rate are not eligible for work study. Work study and any other discount may not be combined). Payment of \$285 (or \$385 non members) for registration for the conference is required with the application. If the applicant is not accepted the registration fee will be refunded or applied toward the applicable registration rate.

#### **What kind of time commitment is required?**

In exchange for a reduced registration rate for the conference work study participants will be required to work 10-12 hours at or before the conference. Training and explanation of duties before the conference and on site is included in the expected time commitment and count toward the fulfillment of time commitment.

#### **What kinds of duties are needed?**

If you are selected for a work study position you will receive a special registration rate (\$285 members, \$385 non-members) for the conference. This rate does not include food (except for the Saturday/Sunday luncheons), housing, transportation, or post-conference registration fees.

In exchange for a reduced registration rate for the conference work study participants will be required to work 10-12 hours at or before the conference in one or more of the following situations. (Training and explanation of duties before the conference and on site is included in the expected time commitment)

1. Set up - to include USABP display, registration, CE areas). Limited paperwork assembly is needed. Set up will take place on Thursday, October 21, 2010. Unpacking of boxes, display of USABP materials, organization of registration area and CE area.
2. Registration - assisting in checking in of applicants, distribution of registration materials, answering inquires. We need someone to monitor the registration/CE table during the various workshops to allow our staff a break or when they are needed elsewhere. Work study participants who are available to miss 1 workshop (see application) are compensated by double work credit for that time.
3. CE - assisting in CE distribution. Assistance in monitoring the CE table. Compiling credits for participants and cross checking.
4. Room monitor. Serving as a point of contact for their meeting room. Monitoring badges or each attendee. Answering questions. Room monitors are in charge of promptly notifying designated USABP staff of any problems which arise in their meeting room during the workshop. (For instance: if room lighting suddenly changes or if the instructor would like it changed, if the Audio Visual (AV) equipment isn't working properly, or if the room temperature becomes uncomfortable). Processing Course Evaluations. Room monitors are in charge of passing out, collecting and tallying course evaluations at the end of each conference workshop and returning the evaluations to the CE table.
5. General activity monitor - acting as hallway guide to facilitate participants into designated areas for general meetings. Monitoring badges, answering questions, assisting attendees.
6. Tear down - removal and packaging of all USABP materials at the completion of the conference. To take place after the last workshop Sunday, October 24, 2010. Some lifting and carrying will be required.

**Cancellation Policy:** If you choose to withdraw from the work study program after you have been accepted and prior to August 31, 2010 your registration fee will be refunded less a \$50 administrative fee. After Sept 1, 2010 a \$150 administrative fee will be charged. After October 16, 2010 no refunds will be processed or granted.

Work study selection will be finalized by August 1, 2010 (earlier if all the positions are filled). You may contact Robyn Burns, Executive Director, USABP at [usabp@usabp.org](mailto:usabp@usabp.org) with any questions.

### APPLICATION CHECKLIST

The following must be submitted to be considered for work study. **Applications cannot be considered without USABP receiving a complete application packet.**

- \_\_\_\_\_ Application for workstudy
- \_\_\_\_\_ 200 word (max) statement of interest
- \_\_\_\_\_ Conference registration form including Liability Release
- \_\_\_\_\_ Supervisor verification (if applicable)
- \_\_\_\_\_ Payment (\$285 member, \$385 non-member) (if you are not selected for a work study position you have the option of having your payment returned to you or paying the difference to attend the conference)

Applications should be returned by mail to:

USABP  
8639 B 16<sup>th</sup> St. Suite 119  
Silver Spring, MD 20910

Or by fax to:  
832-717-7508

Deadline for receipt of submission August 1, 2010 or filling of available positions.

United States Association for  
**BODY PSYCHOTHERAPY**

WORK STUDY APPLICATION  
Unraveling Trauma: Body, Mind, & Science

Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
Home address \_\_\_\_\_ Cell Phone \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Email address \_\_\_\_\_ Best way to contact you \_\_\_\_\_

**DUTY PREFERENCES AND AVAILABILITY**

Please rank (1=most desired) your choice for service

\_\_\_\_\_ Registration      \_\_\_\_\_ CE assistance      \_\_\_\_\_ Room monitor  
\_\_\_\_\_ General assembly monitor      \_\_\_\_\_ Thursday setup      \_\_\_\_\_ Monday post-con set up  
\_\_\_\_\_ Sunday evening tear down

\_\_\_\_\_ YES I would be willing to miss one workshop. I will be credited with 6 hours of work study for a 3 hour workshop.

Please mark which time slot you would be willing to miss a workshop  
\_\_\_\_\_ Friday afternoon      \_\_\_\_\_ Saturday afternoon      \_\_\_\_\_ Sunday afternoon

Yes/No I can be on site on Thursday, October 21, 2010 to assist with set up.

Yes/No I have physical restrictions that prevent me from being able to perform certain duties (please explain)

**PERSONAL STATEMENT**

Please include a personal statement about your interest in the Work Study Program, telling us why you'd like to participate. You may write it on the back of the application or attach a separate page.

**LIABILITY RELEASE**

I hereby release from liability and to indemnify and hold harmless United States Association for Body Psychotherapy, and any of its employees, directors, or agents in regard to the conference, *Unraveling Trauma: Body, Mind, & Science*. This release is for any and all liability for person injuries and property losses or damage occasioned by, or in connection with any activity or accommodations for this event or preparation for this event.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# SUPERVISOR RECOMMENDATION

(if applicable)

Please comment in support of the applicant

Name & Credentials: \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Email \_\_\_\_\_

Relationship to applicant \_\_\_\_\_

Name of Training Program \_\_\_\_\_

I verify that \_\_\_\_\_ is enrolled in the above training program and under my supervision.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return to USABP – 8639 B. 16<sup>th</sup> St., Suite 119 – Silver Spring, MD 20910 – FAX 832-717-7508