

## BC FESTIVAL 2019 NON-DANCER VOLUNTEER APPLICATION

**BENEFITS** – T-Shirt, experience, dancing, fun, music, meeting new people and making new memories. A record of volunteer hours completed will be made available upon request.

### REQUIREMENTS

- A commitment of 16 hours minimum with 4 hours dedicated to festival set-up or tear down. Remaining 12 hours are split up into one 4-hour shift on any three days of the Festival; preferably a morning, an afternoon and an evening.
- You **must** attend one volunteer meeting, date and time to be determined, to participate in the Festival.
- All volunteers will be accepted on a first come, first serve basis. We will make every effort to fulfill assignment requests. Send in your form before **May 1st** to confirm your application. After **May 1st** volunteers will be assigned where necessary.
- Youth Volunteers (14 to 17) **must** have parental consent. If you are volunteering as a youth group, a responsible adult supervisor **must** always be onsite. Youth Volunteers (with parental consent) who are not part of a group, will be assigned to an adult supervisor. Youth under 16 will not be assigned to a position requiring the handling of cash.
- Supervisors and security volunteers **must** provide a criminal records check.
- Handlers of food **must** have completed a **FOODSAFE** course.

**SIGN UP** – All Volunteers must fill out an Application Form. This form includes a Waiver that must be signed before submitting. – Applicants may be subject to criminal record check.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/Prov/Postal Code \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Email \_\_\_\_\_

T-Shirt Size  X-SMALL  SMALL  MEDIUM  LARGE  X-LARGE  XX-LARGE  XXX-LARGE

I am interested in volunteering for the following types of activities: (check all applicable)

- Supervisor
- Youth Supervisor
- Security (Exterior)
- Security (Leader Equipment)
- Security (Silent Auction)
- Security (Vendor & Display Areas)
- Information Desk
- Facility Information
- Sales Desk
- Charging Station
- Environment & Recycling
- Coat Check/Lost & Found
- Leader Lounge Attendant
- Volunteer Lounge Attendant
- Singles Board Attendant
- Floater/Back-up

I am interested in working the following shifts: (check all applicable)

- Wednesday**  Morning Set Up  Afternoon Set Up
- Wednesday**  Evening Activities
- Thursday**  Morning  Afternoon  Evening
- Friday**  Morning  Afternoon  Evening
- Saturday**  Morning  Afternoon  Evening
- Sunday**  Morning Take Down  Afternoon Take Down
- In applying to the BC Festival 2019 I agree to be assigned where needed.
- I understand that additional information may be required before placement in some activities.
- I understand I am required to contribute a minimum of 16 hours as needed.
- I will take responsibility to know when my volunteer shifts are scheduled. I will contact the Volunteer Coordinator or check the website for schedules.
- I agree to make myself available for shifts as required and fulfill the obligations with the Festival.
- I agree to comply with the Volunteer Code of Conduct of BC Festival 2019.
- I have read and signed the Waiver & Liability Release

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## WAIVER & RELEASE OF ALL CLAIMS FOR VOLUNTEER ACTIVITIES

**IMPORTANT INFORMATION:** Volunteers and parents of volunteers agreeing to participate in volunteer activities must recognize and appreciate that there are always inherent risks of injury associated with any volunteer activities. Such risks will vary depending upon the nature of the volunteer activity and the physical condition of the volunteer.

Please recognize that BC Festival 2019 does not carry medical/accident insurance for injuries sustained in its volunteer programs. It should be further recognized that the absence of medical/accident insurance does not make BC Festival 2019 responsible for the payment or reimbursement of medical expenses. Therefore, each person participating in volunteer activities, and/or their children, does so at their own risk and is solely responsible for any injuries or medical costs incurred as a result of volunteer activities.

**WAIVER & RELEASE OF ALL CLAIMS:** *Please read this form carefully and be aware that agreeing to your participation in volunteer activities or the participation of a family member, you will be waiving and releasing any and all claims for damages or injuries that you or your minor child/ward might sustain arising out of or in connection with the volunteer activities.*

As a participant or parent/guardian of the participant in the volunteer activities, I recognize and acknowledge that there are certain risks of physical injury, and I agree to assume the full risk of any injuries, damages, or loss which I or my minor child/ward may sustain as a result of participating in any and all activities connected with or associated with the volunteer activities.

**I agree to waive and relinquish any and all claims that I or my minor child/ward may have against the City of Salmon Arm, Shuswap Recreation Society, BC Square & Round Dance Federation and BC Festival 2019, their officers, officials, landlords, sponsors, volunteers, agents and employees as a result of and in connection with participating in the volunteer activities.**

**I do hereby fully release and discharge the City of Salmon Arm, Shuswap Recreation Society, BC Square & Round Dance Federation, and BC Festival 2019, their officers, officials, landlords, sponsors, volunteers, agents and employees from any and all claims from injuries, damage, or loss which I or my minor child/ward may have or which may assure to me or my minor child/ward on account of participation in the volunteer activities.**

I further agree to indemnify, hold harmless, and defend the City of Salmon Arm, Shuswap Recreation Society, BC Square & Round Dance Federation, and BC Festival 2019, their officers, officials, landlords, sponsors, volunteers, agents and employees from any and all claims resulting from injuries, damages, and losses sustained by me or my minor child/ward, or arising out of, connected with, or in any way associated with the activities of the volunteer activities.

In the event of any emergency, I authorize BC Festival 2019 to secure from any licensed hospital, physician, or medical personnel any treatment deemed necessary for me or my child's/ward's immediate care and agree that I will be responsible for payment of any and all medical services rendered.

I grant and convey to the event organizers all rights, titles, and interests in any and all photographs, images, video, audio in connection with my providing volunteer services for BC Festival 2019.

**UNDERSTANDING OF AGREEMENT: I hereby certify that I have read and understand the contents of this document and agree to be bound by its terms.**

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Legal Guardian (if volunteer is under 18): *You are required to read the above information very carefully and make sure that you understand it fully and sign it before allowing your child to participate in this activity or program.*

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Emergency Contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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## Volunteer Code of Conduct

- As a volunteer you shall treat other volunteers, leaders, staff, and the public with courtesy and respect. If a conflict arises, resolution should be deferred to your crew Head Supervisor or the Volunteer Coordinator.
- Volunteers must arrive on shift sober and there shall be no use/consumption of alcohol or any controlled substances by any volunteer who is on duty on the Festival site. Abuse of this will result in immediate dismissal of the volunteer(s) from the Festival.
- There shall be no use/consumption of illegal substances by any volunteer on the Festival site. Abuse of this will result in immediate dismissal of the volunteer(s) from the Festival.
- Supervisors must set a positive example for other volunteers and be prepared to respond to greater expectations, take on greater responsibility, and follow through on commitments.
- As a volunteer you shall not use any property belonging to the Festival for your own advantage.
- All volunteers must be honest and trustworthy.
- Remember that as a volunteer you are the face of the Festival and that it's important to present the Festival in a positive way.

**Head Supervisor** – Supervise volunteers. Maintain sign-in and sign out register for volunteers. Re-assign volunteers if necessary. Keep an activity log.

**Youth Supervisor** – Supervise and direct youth (14 to 18) who are not members of a group.

**Exterior Security** – Visible patrol of parking lots and dry camping.

**Caller Equipment Room Security** – Monitor and restrict access to Leader equipment.

**Silent Auction Security** – Monitor and patrol silent auction on concourse.

**Vendor & Display Booth Security** – Visible patrol of vendor and display areas.

**Information Desk** – Event and city information.

**Auxiliary Information** – Event and facilities information at different areas of the Shaw Centre.

**Sales Desk Programs** – Sales of programs, coupon books and other items as needed. Handling of money.

**Sales Desk Badges** – Sales and assembly of badges, danglers and bars. Handling of money.

**Sales Desk Silent Auction** – Sales of coupons for silent auction. Location of winner's board. Handling of money.

**Charging Station** – Charging of devices. Item matching with tickets. Cash by donation.

**Environment & Recycling** – Collection of recyclable material. Water station.

**Coat Check/Lost & Found** – Collection and security of personal effects. Item matching with tickets. Cash by donation.

**Caller's Lounge** – FOODSAFE certificate needed. Work with host maintaining beverage and snack supplies for callers. Clean-up and trash disposal as needed.

**Volunteer's Lounge** – FOODSAFE certificate needed. Maintaining beverage and snack supplies for volunteers. Clean-up and trash disposal as needed.

**Singles Board** – Registration of single dancers and rotation of names on board.

**Floater/Back-Up** – Assigned where needed. Back-up for no-show or early leaving of another volunteer.