



Airdrie Festival of Lights Society 2023 – Independent Fundraising Application

Welcome to the Airdrie Festival of Lights!

The mission of the Airdrie Festival of Lights Society (AFOLS) is to provide an opportunity for the citizens and businesses within Airdrie and surrounding areas to participate in an outdoor light festival like no other, while engaging in positive partnerships with other non-profit organizations. Our vision has always been to provide an affordable, family friendly Christmas Festival of Lights experience for the people of Airdrie and Southern Alberta, which is suitable for all ages. At the same time, we provide a venue in which other non-profit organizations can raise funds for their activities.

AFOLS recognizes that for some youth, participation in extra-curricular activities is not always affordable, and not all have the same opportunities to fundraise in a group setting. In order to address this, we would like to offer our **Independent Fundraising Program**, on a case-by-case basis, to youth between the ages of 14 to 18 years old. The Board of Directors will review each application, and then determine acceptable expenses for fundraising.

If you'd like to be a part of this unique experience, please complete the following application and return to the AFOLS Volunteer Coordinator as soon as possible.

In following with other Volunteer Organizations, and Volunteer Canada for the safe practice of protecting those who volunteer, and those we service, we require all volunteers to adhere to our Volunteer Application Process, which includes carefully screening our volunteers. Applicants may also require a Criminal Record and/or Vulnerable Sector Check for certain positions, prior to volunteering.

Checks are valid for 3 years, though we reserve the right to request a new check be done at our discretion. We will also accept checks that have been completed within the previous three years for new applicants. Should you need assistance in completing these checks, please contact the AFOLS Volunteer Coordinator. Please note, no volunteer will be turned away due to financial constraints.

We look forward to working with you, and appreciate all your efforts to help make this process as efficient and easy as possible for everyone!

The AFOLS Agrees to Provide:

- \$250 for every 50 hours combined that you and/or your participants work. Any funds not used, or used without prior approval, may need to be returned to AFOLS.
- AFOLS will only pay out hours for time worked.
- Volunteer orientation for everyone in the group. Please contact our Volunteer Coordinator to arrange a day that works for your group.
- Equipment and supplies necessary to complete your duties.
- Adequate insurance to cover volunteer's actions.
- On-site hot beverages, and use of our Volunteer Headquarters during breaks.
- Formal cheque presentations in January.
- The AFOLS will not expose volunteers to temperatures below -25 degrees Celsius, according to Environment Canada. A decision if needed, will be made by 3 pm daily, as confirmed by the Environment Canada's website. Volunteers can confirm if AFOL will be running, by checking our website or social media outlets, by 3:30 pm each day. The Night Leader will decide if Volunteers need to be sent home should weather conditions change during the night.



Airdrie Festival of Lights Society 2023 – Independent Fundraising Application

You Agree To:

- Provide family proof of financial hardship.
- A letter introducing yourself, and your reasons for requesting fundraising dollars. Include the name and contact information for the activity you are requesting funds for, as well as a personal reference and contact information of someone not related to you.
- A budget or breakdown of all the expenses for your request,
- Provide a minimum of 50 working hours combined to the maximum of pre-approved expenses by the Board of Directors.
- Provide minimum ratios of one adult per two youth (13–17), and one adult per child (6-12), for additional volunteers assisting you.
- Commit to a minimum of one shift during Set Up AND Take Down. Adults and family's welcome. Set up will take place on November 18th and 19th from 9 am – 5 pm. November 25th and 26th if required. Take down will take place on January 6th and 7th. January 13th and 14th if required.
- The option to commit to taking shifts from December 1st to 31st. Based on availability of shifts. Providing volunteers for individual, 3.5-hour shifts. Arriving by 5:45 pm to start your shift at 6 pm, and then expect to stay until 9:15 pm. (Santa's Gift Shop, Concession & Train Drivers until 9:30 pm)
- Complete all volunteer application forms and adhere to the AFOLS screening process.
- After receiving payment, you will be required to submit receipts showing proof of the use of funds towards your activity.
- **For any hours to be considered, worker's must ALL sign IN and OUT on the Daily Sign-In Sheet. Volunteers who miss signing in or out, will NOT have their hours counted.**
- **Provide your list of volunteers for any shift by November 14th, otherwise you may forfeit available positions, or proper crediting of hours.**
- No payment will be made unless ALL rules in this contract are followed.

2023 Independent Volunteer Payout Schedule \$250 Paid for Every 50 Hours Worked

Approximate number of volunteers you can provide: _____

(Name)

(Signature)

(Date)

(Name of Authorized AFOLS Representative)

(Signature)

(Date)