



## Airdrie Festival of Lights Society 2024 – Fundraising Group 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.

We are so excited to offer our **Group Fundraising Program**. From helping set up, take down, to volunteering in our Santa's Gift Shop, stoking a fire, or driving one of our miniature trains, we have positions to suit everyone.

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. Your group organizer will be responsible for all applicants put forward. 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 your team, and appreciate all your efforts to help make this process as efficient and easy as possible for everyone!

Organization Name: \_\_\_\_\_

Contact # 1: \_\_\_\_\_ Contact # 2: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Phone #: \_\_\_\_\_ Phone #: \_\_\_\_\_

*Please complete this package and return to the AFOLS Volunteer Coordinator.*

**Deadline to register, November 15<sup>th</sup>, 2024**

*Email to: [volunteer.afols@gmail.com](mailto:volunteer.afols@gmail.com)*

*Drop Off: Nose Creek Valley Museum*



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### The AFOLS Agrees to Provide:

- \$500 for every 100 hours combined to a maximum of 800 hours that your group works.
- 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.
- 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 Weather Network'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 on nights with extreme weather conditions.

### Your Organization Agrees To:

- Provide a minimum of 100 working hours to a maximum of 800 hours combined.
- Adults and family's welcome
- Provide minimum ratios of one adult per two youth (13-17), and one adult per child (6-12).
- **Commit to providing a minimum of five individuals for Set Up AND Take Down.**
  - Set up – November 16<sup>th</sup> & 17<sup>th</sup> from 9 am – 5 pm. (If required November 23<sup>rd</sup>, 24<sup>th</sup>)
  - Take down – January 4<sup>th</sup> & 5<sup>th</sup>. (If Required January 11<sup>th</sup>, 12<sup>th</sup>)
- **PLUS commit to taking shifts from December 1<sup>st</sup> to 31<sup>st</sup>.**
  - Providing volunteers for individual, 3.5-hour shifts
  - 10 – 15 positions available each night.
  - Arrive by 5:45 pm to sign in for your shift.
  - Be prepared to start your shift promptly at 6:00 pm.
  - Stay until your shift ends, approx. 9:15 pm.
- Complete all volunteer application forms, and adhere to the AFOLS screening process.
- 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 14<sup>th</sup>**, otherwise you may forfeit available positions.
- No payment will be made unless ALL rules in this contract are followed.

\_\_\_\_\_ Our group commits to Set Up **AND** Take Down

\_\_\_\_\_ Our group additionally commits to shifts in December

\_\_\_\_\_ Number of Shifts

\_\_\_\_\_ Preferred Day of the week **OR** specific date(s)

AFOLS Representative: Laurie Harvey

Group Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_