



## Airdrie Festival of Lights Society 2025 – Group Volunteer Application

### Welcome to 30 GLOWing Years of 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 Volunteer 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. Adults and families' welcome.

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. Note, that the AFOLS also offers a Group Fundraising Program for local, non-profit and youth groups. Fundraising groups may be placed on our volunteer schedule ahead of Corporate Groups. We will do everything we can to accommodate your group, but hope you understand.

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 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 is November 15<sup>th</sup>, 2025 for guaranteed placement.*

*Applications received after this date are subject to remaining availability.*

*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:

- An opportunity for your group to engage in a unique team-building experience. Adults, youth and families are welcome.
- Volunteer orientation and training 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 should check the AFOLS website or social media outlets, by 3:30 pm each day.

### Your Organization Agrees To:

- Provide volunteers for a minimum of one date.
- Provide minimum ratios of one adult per two youth (13–17), and one adult per child (6-12).
- Remind your team to dress accordingly for each shift. Volunteers improperly dressed will be sent home.
- Complete all volunteer application forms, and adhere to the AFOLS screening and training processes.
- Provide your list of volunteers for any shift by **November 15<sup>th</sup>**, otherwise you may forfeit preferred choices.
- **The option to provide volunteers for Set Up AND/OR Take Down**
  - Set up – November 15<sup>th</sup> & 16<sup>th</sup> from 9 am – 5 pm. (If required, November 22<sup>nd</sup>, 23<sup>rd</sup>)
  - Take down – January 3<sup>rd</sup> & 4<sup>th</sup>. (If required, January 10<sup>th</sup>, 11<sup>th</sup>)
- **The option to commit to specific shifts from December 1<sup>st</sup> to 31<sup>st</sup>**
  - Providing individual volunteers for 3.5-hour shifts
  - No more than 10 – 15 positions are available each night
  - Arrive by 5:45 pm to sign in, and receive instructions for your shift
  - Be prepared to be in position promptly at 6:00 pm
  - Stay until your shift ends, approx. 9:15 pm

\_\_\_\_\_ Our group commits to Set Up / Take Down / Both

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

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

\_\_\_\_\_ Preferred Dates (first come basis)

AFOLS Representative: Laurie Harvey

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

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

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

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

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