



Airdrie Festival of Lights Society 2025 – Independent Fundraising 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.

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.
- AFOLS will only pay out hours for time worked.
- 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.
- 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 Weather Network's website. Volunteers should check the AFOLS website or social media outlets, by 3:30 pm each day.



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Your Agree To:

- Providing a presentation introducing yourself, and your reasons for requesting fundraising dollars.
 - Provide proof of financial hardship (ex. proof of GST rebate, or other government benefit programs)
 - A budget or breakdown of all expenses for your request
 - A personal reference and contact information of someone not related to you
- Provide a minimum of 50 working hours combined to the maximum of pre-approved expenses by the Board of Directors. Family members and friends are welcome to help you accumulate hours, provided they have indicated so in advance on their Individual Volunteer Application Form.
- 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 15th**, otherwise you may forfeit preferred choices.
- **Provide as many volunteers as possible for Set Up AND/OR Take Down**
 - Set up – November 15th & 16th from 9 am – 5 pm. (If required November 22nd, 23rd)
 - Take down – January 3rd & 4th. (If Required January 10th, 11th)
- **Commit to specific shifts from December 1st to 31st**
 - 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
- For any hours to be considered, volunteers 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.
- No payment will be made unless ALL points in this contract are followed.
- After receiving payment, you will be required to submit receipts showing proof of the use of funds towards your activity. Any funds not used, or used without prior approval, may need to be returned to AFOLS.

Approximate Number of Volunteers You Can Provide: _____

AFOLS Representative: Laurie Harvey

Applicant's Name: _____

Signature: _____

Signature (Adult): _____

Date: _____

Date: _____

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

Deadline to register, November 15th, 2024

Email to: volunteer.afols@gmail.com

Drop Off: Nose Creek Valley Museum