

VOLUNTEERING GUIDELINES



The following are the guidelines that volunteers are asked to follow. By signing this form the volunteer has agreed to the guidelines within. If a volunteer refuses to sign this form, they will NOT be allowed to volunteer with GrandeCon.

VOLUNTEER ELIGIBILITY

All volunteers must meet these requirements:

1. You must be a Canadian Citizen
2. You must be 16 years of age or older.
 - Parental consent is required for volunteers under the age of 18.
3. All volunteers must attend the training seminar beforehand to be able to participate as a volunteer. The training seminar will be held Thursday night. If you are unable to attend the training session please notify us immediately. Alternate arrangements may be made.
4. You must be available to work at least one shift of the show.
5. **Please note:** although GrandeCon receives requests from out-of-town volunteers, we are ***not*** responsible for food, travel or accommodations.

DUTIES OF A VOLUNTEER

Expectations of all volunteers:

1. You are an ambassador of GrandeCon and you are expected to act appropriately. You will treat GrandeCon's attendees, guests, exhibitors, staff and other volunteers with courtesy and respect.
2. You are expected to perform your assigned duties to the best of your ability. If you are unable to perform your duties as a volunteer then a supervisor may assign you to a different task that is better suited to your skills.
3. You are not permitted to perform any actions that would negatively affect the operations and / or public image of GrandeCon. This includes making statements to the public and / or press.
4. You are expected to maintain confidentiality with any proprietary information that is shared with you by staff or received at the event.
5. You are not allowed to promote or solicit any business interests that are not related to GrandeCon while you are representing GrandeCon.
6. You understand that placement in a specific area at the event at is not guaranteed and positions are filled based on demand.
7. As you are representing GrandeCon we would ask you to ensure you are neatly presented at all times.
8. Volunteers are expected to check in and out of each shift at the Volunteer Room.
9. Please help promote a safe and healthy environment while volunteering. You are expected to refrain from any deliberate act that may create danger or an unhealthy situation towards any individual. This includes use of illegal drugs, consumption of alcoholic beverages, assaulting another individual, or disregarding their safety.

VOLUNTEER SHIFTS

- Shifts are generally 3.25 – 4.75 hours in length but you may also volunteer for 8-hour shifts.
- **There will be a mandatory orientation meeting on Thursday from 6-7 PM. All volunteers must attend.**
- Volunteers are expected to refrain from the consumption of alcoholic beverages or use of mind-altering substances prior to or during their shifts, however, may participate in other activities as long as they are not on shift.
- If you are unable to attend your shift please ensure that you give ample notice to your supervisor.

EVENT SHIFT SCHEDULE

Date	Start	Finish	# Hours
THURSDAY MANDATORY ORIENTATION	06:00 PM	07:00 PM	1.0
Day 1 Friday (EARLY)	12:00 PM	04:45 PM	4.75
Day 1 Friday (LATE)	04:15 PM	09:00 PM	4.75
Day 1 Friday (FULL SHIFT)	12:00 PM	08:00 PM	8.0
Day 2 Saturday (EARLY)	10:00 AM	02:45 PM	4.75
Day 2 Saturday (LATE)	02:15 PM	07:00 PM	4.75
Day 2 Saturday (FULL SHIFT)	10:00 AM	06:00 PM	8.0
Day 3 Sunday (EARLY)	11:00 AM	02:15 PM	3.25
Day 3 Sunday (LATE)	01:45 PM	05:00 PM	3.25
Day 3 Sunday (FULL SHIFT)	11:00 AM	05:00 PM	6.0

VOLUNTEER DRESS CODE

Volunteers are all required to adhere to the following dress code:

1. You may dress casually, but while on duty you must wear your Volunteer Team shirt.
2. Your Volunteer Team shirt is **not** to be worn when off duty.
3. No ripped jeans, short shorts, short skirts, offensive t-shirts, or revealing articles of clothing may be worn. Dark pants are preferred.
4. Please be courteous to your co-volunteers and GrandeCon's attendees by not using excessive amounts of perfume or cologne.
5. Clean personal hygiene is required.
6. You may **not** wear a costume during your shift.
7. Footwear: closed toe, closed heel required. (It is advised you select comfortable footwear as you may be required to be on your feet for long periods of time.)

VOLUNTEER RELATIONS

We value the experience and insights of our volunteers and encourage feedback about our organization, processes, and programs. Such feedback can be passed through respective supervisors, addressed through submitting printed feedback forms, or by e-mail.

VOLUNTEER APPRECIATION

EVENT PASSES

- Volunteers are expected to check in and out of each shift at the Volunteer Room, where they will be given their single day admission bands.
- After the completion of 8 volunteer hours or two half day shifts, a volunteer may request a weekend pass to the remainder of the event.

FREE SHIRT

- Volunteers may keep their event shirt.

PRIZES

- There will be draws made after the event for gift baskets.

VOLUNTEER APPRECIATION EVENT

- All volunteers will be invited to an appreciation event.

IMPORTANT ADVISORY TO ALL GRANDECON VOLUNTEERS

Please read and complete the following:

As a volunteer of GrandeCon, you understand that no monetary compensation will be provided.

GrandeCon reserves the right to terminate any volunteer that fails to adhere to the guidelines listed above or fails to satisfactorily complete their assigned duties.

As a volunteer of GrandeCon, you declare that you do not have a background that would be a risk to the event or attendees.

I, _____, have read and agree with the above guidelines and understand that noncompliance may results in my being dismissed from the event.

Signature: _____ Date: _____

Witness: _____ Date: _____

AVAILABILITY

Date	Times	Hours	Available? (Y/N)
THURSDAY ORIENTATION	06:00 PM - 7:00 PM	1.0	
Day 1 Friday (EARLY)	12:00 PM - 04:45 PM	4.75	
Day 1 Friday (LATE)	04:15 PM - 09:00 PM	4.75	
Day 1 Friday (FULL SHIFT)	12:00 PM - 08:00 PM	8.0	
Day 2 Saturday (EARLY)	10:00 AM - 02:45 PM	4.75	
Day 2 Saturday (LATE)	02:15 PM - 07:00 PM	4.75	
Day 2 Saturday (FULL SHIFT)	10:00 AM - 06:00 PM	8.0	
Day 3 Sunday (EARLY)	11:00 AM - 02:15 PM	3.25	
Day 3 Sunday (LATE)	01:45 PM - 05:00 PM	3.25	
Day 3 Sunday (FULL SHIFT)	11:00 AM - 05:00 PM	6.0	

Special Accommodations / Requirements / Information We Need To Know

T-Shirt Size — Select **ONE SIZE** only. Please note these are unisex t-shirts.

Small

Medium

Large

X-Large

XX-Large

Please send completed forms to grandecongvolunteers@gmail.com