

# PRIDE COMMITTEE (WATERLOO/WELLINGTON REGION)

P.O. Box # 40028, Waterloo Town Square Postal Outlet, Waterloo, ON, N2J 4V1

E-Mail: [rpc@rainbow.on.ca](mailto:rpc@rainbow.on.ca)

URL: <http://www.rainbow.on.ca/rpc>

## VOLUNTEER REGISTRATION FORM

### PLEASE PRINT

Name (Last): \_\_\_\_\_ Name (First): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone (Home): \_\_\_\_\_ Phone (Work): \_\_\_\_\_

E-Mail (if applicable): \_\_\_\_\_

Is it OK to call you at home? Yes \_\_\_\_\_ No \_\_\_\_\_ Be discreet \_\_\_\_\_

Is it OK to call you at work? Yes \_\_\_\_\_ No \_\_\_\_\_ Be discreet \_\_\_\_\_

Can we leave a message at home? Yes \_\_\_\_\_ No \_\_\_\_\_ Be discreet \_\_\_\_\_

Can we leave a message at work? Yes \_\_\_\_\_ No \_\_\_\_\_ Be discreet \_\_\_\_\_

### PLEASE INDICATE THE AREAS THAT INTEREST YOU (AND RELATED EXPERIENCE IF ANY):

Advertising _____	Experience _____
Security _____	Experience _____
Entertainment _____	Experience _____
Fundraising _____	Experience _____
Set-up/Tear-down _____	Experience _____
Concessions/Ticket Seller _____	Experience _____
Greeter/Host/Hostess _____	Experience _____
Driver _____	Experience _____
Office Work _____	Experience _____
Other (please specify) _____	Experience _____

Do you have a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_

A vehicle? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you need transportation? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you taken the SmartServe course to serve alcohol? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have any security or law enforcement training? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a cellphone to use at the event? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# **VOLUNTEER HANDOUT FOR TRI-PRIDE 1999**

Welcome!

It's 1999 & the Regional Pride Committee (RPC) welcomes you to the celebration. This event would not be possible without the hard work & dedication of volunteers like you. From the Regional Pride Committee – THANK YOU !

Please read over the entire handbook. You may find yourself assigned to a task you did not expect & you need to have a general idea of what is required.

## **GENERAL VOLUNTEER INFORMATION**

### **Commitment**

- The success of the festival depends on you. It is your responsibility to arrive on time & be prepared to fulfil your commitments.
- If for any reason you cannot attend or report to your shift on time, please contact Joe, Volunteer Coordinator @ 578-████ no later than Friday, June 18<sup>th</sup>.

### **Check-In Process**

- Arrive early for your shift @ Victoria Park Island , Kitchener
- Go to RPC booth located near the Beer Garden
- Personal items (ie. Back packs, purses, valuables) will not be allowed to remain in the check-in area during your shift. Please leave such items at home or in car.

### **Volunteer ID**

- You will be issued a Volunteer Sticker to let everyone know you are a volunteer
- Please keep Sticker on during shift & remove it at end of your shift

### **Media**

- Refer all media to Media Coordinator (Scott Schau). He will handle all such affairs. Scott is also one of the MC's which should make him easy to find.

### **General**

- Dress for the weather & for the job. Comfortable shoes are highly recommended. Don't forget to wear a hat to shade your face, & sunscreen.
- Take care of yourself: drink fluids, eat, & watch sun exposure. You can't help if you need taking care of.
- Please do not have your children with you during your shift, they can easily distract you.
- Please do not bring pets to your shift
- Please do not be under the influence of drugs or alcohol or carry any weapons during your shift.

Volunteers who are intoxicated or stoned, or who are found carrying a weapon will be asked to resign from their duties. If they refuse, they will be escorted out the park by security.

## **FESTIVAL PROCEDURES**

- Please remember, while you are working, you represent the Regional Pride Committee to everyone attending the festival.
- Locate & keep in mind where medical, security, restrooms and accessibility areas are.
- For Security concerns, please contact Dianne Wray, Security Coordinator
- For other Volunteer related issues, please Joe Taylor, Volunteer Coordinator
- Be sensitive to the needs, moods and feelings of others. Do not touch anyone without their permission. Avoid confrontations whenever possible.

### ***Safety Issues***

- Do not respond to hecklers and do not cause or engage in any form of physical or verbal violence.
- Report all disturbances to Security. Notify them of
  - Nature of disturbance
  - Number of people involved
  - Injuries if observed
- Security will take appropriate action.
- Use common sense when situations arise and maintain communication with Security Staff.
- Do not interfere with police or emergency medical workers if they get called in.

### ***Lost or Missing Persons / Lost & Found***

- Bring lost persons, items, or requests for missing persons to RPC booth. An announcement will be made over P.A. system.

### ***First Aid Station***

- Located at the RPC booth. St John's Ambulance certified volunteers will treat minor injuries and arrange treatment if required.

## **VOLUNTEER POSITIONS**

### **Security / Information**

- Cell Phones are a great asset for communication as well as dialling 911 in a major crisis. Please inform the Volunteer Coordinator if you have one.
- Police Officers are generally present throughout the event if you require assistance.
- Announcements can be made over the P.A. system if required.
- You will be assigned an area or restricted spot to monitor. However, you will also provide information, assist those with special needs, direct traffic, and assist first aid volunteers as required.

### ***Stage Security***

- Only those involved with the set up of equipment or those performing are allowed in stage area. You will be given a list of performers.

### **Merchandise / Ticket Sellers**

- Be familiar with the prices of all items and the advantages & disadvantages of each
- Be responsible in all financial transactions

### **First Aid**

- You must show proof of adequate training (e.g. St. John's Ambulance Certificate)
- Treat all minor injuries and refer others where required
- Call 911 only in the event of a major problem. Drivers can be arranged to take people to hospital

### **Runners / Set Up & Tear Down**

- People with cars to run errands on occasion
- Help with all the Set Up & Tear Down

***Thank you for your support in building a proud community !***