



## Volunteer Guidelines & Application

### **Welcome:**

As an Abolition Day event volunteer, you are part of a big and wonderful team that works together to create an amazing & historical event! We use the following guidelines in an effort to make your experience a positive one.

### **AS A VOLUNTEER, YOU HAVE THE RIGHT:**

- To be identified as a volunteer and to be treated as a co-worker;
- To be properly informed about the NBDMHC, its policies, programs, services, & procedures;
- To feel comfortable with tasks assigned to you and to apply for a change or promotion in volunteer positions;
- To know what is expected of you and to take part in planning;
- To be recognized for your contributions to 2019 Abolition Day Commemoration.

### **AS A VOLUNTEER, YOU WILL RECEIVE THE FOLLOWING BENEFITS:**

- Work experience;
- Being an important part of the magic that is Abolition Day;
- The opportunity to be part of a community and make new friends;
- A Festival Wristband granting access to designated backstage areas & museum site for the entire weekend;
- Entry to the Museum Site one day prior to kick-off, in order to participate in Team orientation;
- Lunch meal each day during the event;
- A crew T-shirt;
- Access to the Volunteer Appreciation Party;

### **WHAT IS EXPECTED FROM VOLUNTEERS?**

Smile and have fun;

- Do your job to the best of your ability;

- Participate in orientation events hosted by NBDMHC;
- Show up on time for meetings and scheduled shifts ready to work;
- Contribute a minimum of 2 hours shift for the day (or a minimum of 8-10 hours pre/post festival) in order to receive the above listed benefits;
- Arrange to get information another way should you miss a meeting;
- Wear your crew t-shirt while you are on shift;
- Adhere to the Festival Standards of Conduct (see below);
- Notify your coordinator as soon as possible if you are unable to attend or carry out your assigned duties;
- Complete the volunteer survey which will be emailed to you post festival.

### VOLUNTEER STANDARDS OF CONDUCT

- Fulfill all my volunteer duties and responsibilities;
- Be a responsible ambassador for the Festival and represent the Festival in a positive way;
- Treat other volunteers, performers, staff, and the public with respect; if a problem arises, resolution should be deferred to my Coordinator or Volunteer Services;
- Wear my volunteer t-shirt, supplied, while on duty and refrain from wearing it when not on duty;
- Maintain confidentiality with respect to all Abolition Day information and records;
- Refrain from using ABOLITION DAY property or monies for personal advantage;
- Understand that all materials obtained in connection with volunteering for the Abolition Day remain the property of NBDMHC;
- Refer questions from the media involving policy or sensitive issues to my Coordinator or Volunteer Services;
- Understand that the volunteer pass is non-transferable and remain the property of the NBDMHC and can be repossessed if:
  - I will adhere to rules not bring alcohol into the “downtown” Festival and/or possess open alcohol where prohibited;
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  - By accepting a volunteer position, you agree to adhere to the preceding terms. Failure will result in the revocation of benefits and potential removal from site.

# Volunteer Application

Name \_\_\_\_\_

Address \_\_\_\_\_

Country \_\_\_\_\_ City \_\_\_\_\_ State/ Zip Code \_\_\_\_\_

Tel.# (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

**Information Booth** Groups of volunteers are needed to staff our information booths to help festival goers with questions. Knowledge of Mansfield is strongly advised. This job requires standing in a small area for the duration of your shift

**Merchandise Sales** Groups of volunteers sell official event merchandise in our merchandise booths. This job requires standing in a small area for the duration of your shift. Volunteers may be asked to do some light lifting and restocking.

**Volunteer Check-in** Volunteers will assist the check-in process of fellow volunteers, help locate booths, and provide volunteer t-shirts and food tickets. Being able to take direction well and adapt under busy environments is a plus. Knowledge of Mansfield is strongly advised but not a must.

**Survey Taker:** The NBDMHC & the local Cultural Council will collaborate on a questionnaire to determine the economic impact of the event in the town. Volunteers are needed to conduct visitor surveys. Each survey consists of 20 questions and takes approximately five minutes to complete. This job requires an outgoing personality and standing for the duration of your shift.

**Registration /workshop Booth Assistant** Volunteers will work in conjunction with staff to place wristbands on incoming festival-goers, distribute brochures and help with line control. Volunteers may be asked to occasionally lift up to 15 pounds.

**Living Actors** to help history hunter navigate thru town. Knowledge of Mansfield is helpful. Requires outgoing personality and standing for duration of shift.