

# Georgian Bay Folk Society

## 2009 Summerfolk Volunteer Policy

Welcome to Summerfolk! We hope your volunteer experience will be personally rewarding and enriching.

You have volunteered to help with the work involved in putting on the festival and your contribution is greatly appreciated. The success of our festival is largely due to the efforts of our volunteers.

Your crew chief is the person responsible for all the activities of your crew, including assignment of working schedules and tasks. They have been working with the festival committee in the planning for your area and will be able to answer your questions.

Although you are assigned to a specific crew, please remember that, to the public, each volunteer is an ambassador of the festival; please be polite and helpful no matter where you are in the park. Many of our patrons say they return each year because of the relaxed and friendly atmosphere of our festival. If you see a problem of any kind developing, please call it to the attention of your crew chief. They will refer the problem to the appropriate festival coordinator.

Below is some general information about volunteering for Summerfolk:

**Number of Hours** All volunteers are required to work a minimum of 12 hours (before, during, or after the event). Additional hours will be gratefully accepted.

**Crew Assignments** Where possible, you have been assigned to the crew of your choice. However we reserve the right to place volunteers on short-handed crews when required. Reassignments, if necessary, will be done through your crew chief.

**Schedules** Your schedule of hours is developed by your crew chief and you will be informed of your schedule ahead of time. Crew chiefs need to be able to schedule a full crew for each shift including Sunday. Many crews work in shifts of 3 or 4 hours. All volunteers should expect to be available throughout the weekend as scheduled.

Construction and Electrical Crew volunteers may be scheduled to work at any time from Saturday, one week before the festival, to Thursday following the festival.

Your schedule has been developed by your crew chief to ensure that all necessary hours are covered. As a courtesy to your crew chief and your fellow crewmembers, please be on time for your shift and be prepared to stay to the end of that shift.

**Membership** You must be a member of the Georgian Bay Folk Society to volunteer at the festival. If you are not already a member, a membership form will be made available to you. Your support of the organization is very important to us and to the future of the festival. A Volunteer Application form must be completed yearly. The information you provide on the forms allows us to keep our records up to date.

**Volunteer Perks** In appreciation for volunteering, you will be provided with free admittance to the festival for the weekend. Please note that volunteer benefits are **non-transferable**. You will also be provided with a commemorative T-Shirt. Volunteers on the Construction and Electrical crews are provided with food while they are working before and after the festival. All other volunteers will receive Summerfolk food tickets to contribute to their cost of food for the weekend. There is an area in the north end of the park where volunteers may camp without charge. Ask your crew chief for further details.

A volunteer appreciation party will be held on September 19<sup>th</sup>. Details will be available shortly. If you can provide an e-mail address to the office, we will be able to contact you conveniently about this event.

**All volunteers are welcome to come into the backstage area for a quiet area to relax and meet friends.**

- Volunteer ID** The Accreditation crew will put on your wristband and give you your volunteer ID pouch with your name and crew. Both the wristband and the ID must be worn at all times. You will receive your t-shirt and volunteer package from your Crew Chief. Please **do not lose your wristband**; they are difficult to replace. **At the end of the weekend, return the plastic ID pouch to your crew chief so it can be reused.**
- Media Policy** The only persons designated to comment about the festival to the media are the Artistic Director and the President. If someone approaches you, please make no comments and refer them to either the President or the Artistic Director.
- Alcohol on Site** Summerfolk operates under a Special Occasion Permit. There are two licensed areas: one in the north end of the park near the bay for the general public and another in the backstage area for performers and volunteers. We must comply with the Liquor License Act. Please remember that you are not permitted to bring your own alcohol onto the festival grounds. During off duty hours you will be able to purchase alcoholic beverages, if you wish, in either of the licensed areas on site.
- Smoking Regulations** Due to changes in Provincial legislation, we have been advised by Public Health officials that smoking is no longer permitted anywhere in the Main Bar area or in the Backstage area. If you are a smoker we would ask you to respect these provisions and move to an unrestricted area to smoke.
- Park Environment** We have a sanitation crew responsible for keeping the site clean. To assist in this important task, please keep your working space clean; recycle where possible and dispose of garbage in the designated containers.
- Gate Opening** Only on-duty volunteers will be allowed in the park before the gates open. If you wish to reserve amphitheatre seating you **must** join the line-ups at the Main or South Gates. If you do not wish to reserve amphitheatre seating, you may enter the grounds at the same time the main gates open.
- Volunteer Survey** Your opinions are important to us. You will be provided with a Volunteer Survey form on the weekend. Please complete the form before you leave the grounds on Sunday evening and drop it off at the Information booth.

Enjoy your weekend and be sure to take in as much of the music as possible. If you have any suggestions or comments, pass them along to your crew chief. The festival committee will be meeting with them throughout the weekend so we will be able to consider your suggestions if not for this year's festival, then perhaps for the future.