



Volunteer Responsibilities & Code of Ethics

Volunteering at CeltFest Vancouver Island is an incredible opportunity which benefits our participants and our community. Our success is due in large part to the contributions made by volunteers. It is important therefore, that volunteers have a clear understanding of their responsibilities.

1. It is preferred that you contribute a minimum of 8-10 hours of service before, during or after the event. This adds up quickly and can be quite rewarding!
2. Volunteers should be 19 years or older. If you are 16-18 you can volunteer with permission and acceptance of the terms and conditions set out below. If you are under 16 you can volunteer if you are working with a parent or guardian. Acceptance of volunteers is the discretion of CeltFest Volunteer Co-ordinator in conjunction with the Executive.
3. We ask that you fulfil all responsibilities of the team, including attending meetings and completing minimum time requirements and shift commitments. Please attend all team meetings - if you must miss a meeting, please find out what was discussed and arrange to get copies of any information that was distributed.
4. We love children, but we ask that you make arrangements for the care of your children while you are on duty.
5. Please be a quality representative of CeltFest and our Island Community. Be respectful, friendly, thoughtful, helpful and honest with the public, the performers and fellow volunteers. You are instrumental to a great team and will be expected to be a team player. Volunteers are asked to represent CeltFest to the public in a positive light and not do or say anything that would harm the festival.
6. With regard to proprietary information, please use any personal and CeltFest business information at the time you are on duty, and forget about it when off duty! Professional discretion is a high priority. Failure to do so will result in all volunteer privileges being forfeited.
7. Do not use for your own advantage any property or monies belonging to CeltFest or any of its staff that you may be handling.
8. We ask you to not consume alcohol or contraband substances **before or during a** shift and not consume alcohol while wearing your volunteer ID. All alcohol must be consumed in designated areas on campus and at any of our venues. Volunteers under the age of 19 will refrain from **ANY** use of alcohol at CeltFest. Failure to do so will result in all volunteer privileges being forfeited.
9. Inform yourself about the Festival, the site and our policies.
10. Treat volunteers, performers, staff and the public with respect & courtesy. If problems arise, defer to the Volunteer Coordinator, the Principals, or the Chair
11. person or co-ordinator of your team. Refer questions from the media involving policy or sensitive issues to either of the Principals, Carolyn or René Cusson
12. Have a great time!



Volunteer Rights and Benefits

1. Free admission for the event at which you are volunteering.
2. Ability to buy festival t-shirts at a reduced price and attend volunteer parties throughout the year.
3. Be treated with respect, properly informed of and where required, trained for your roles and responsibilities, and provided with any necessary equipment as discussed.
4. For more, refer to “Duties in Trade” document.
5. Most importantly, you will have the opportunity to participate in at the best Celtic event this side of North America and beyond!

Application Form

This application form must be filled out—you may have to fill out a very brief online form in order to generate you name badge and record any extra information that we is subsequently discussed and agreed to with your Volunteer Co-ordinator or the Principals.

VOLUNTEER APPLICATION

Name _____
Phone # Home _____ Work _____
Address _____
Cell _____
City _____ Postal Code _____
Age: -16 ___ 16-25 ___ 26-40 ___ 41-55 ___
55+ ___ Email _____

Have you ever attended CeltFest!? **Yes/No** Shall we keep you on file for next year if you don't get placed? **Yes/No**

Have you volunteered at other community events? If so, please tell us when, where and what you did: _____

Occupation/Work Experience:

Relevant Skills/Hobbies/Interests:

Team Interests: Any ___ Hospitality ___ Evening Events: door ___ Site Set up & take down ___ Ticket Tracker ___ Security ___ Entertainment ___ Youth after-hours activities ___ Driving ___ Sponsorship/VIP ___ Advertising/Sponsorship Solicitation ___ Promotion ___ CeltFest student Services Office ___ Thursday wrap-up volunteer Party ___ Other _____

We prefer to have at least an eight to ten hour commitment from our volunteers, not necessarily on the same day. Many tasks need to be done before and after the event – please indicate if this would fit your schedule.

Yes ___ **No** _____

Do you have any physical/medical restrictions we should consider when assigning your duties? If so, please tell us here:

****Please note that we have a Medical Fitness form should you wish to fill this out. Information is held confidential until such time an executive member or the principals may need to access it in the event of an emergency**** Would you like one to fill out and file with us? **Yes** ___ **No** _____

Next of Kin or Emergency Contact Person and Phone Number

Are you willing to undergo a Criminal Records Investigation if necessary for your team?
Yes ___ **No** _____

I understand that, if accepted as a volunteer, I will adhere to the Volunteer Code of Ethics and fulfill my responsibilities.

Signature

Date

Please SCAN this and send it to: info@celtfest.ca, or FAX this to (250) 758-0209, or give to any CeltFest executive member.

Our Policy: We are committed to protecting the privacy of this information. It will not be sold, loaned or exchanged with other organizations. The information provided will be used to determine which team will best suit you. Your contact information will be passed on to the appropriate team leader. Thank you for your interest in our event.

