

## Volunteer Agreement

### Terms and Conditions

1. **Application:** These terms and conditions apply specifically to the Honey Bee Festival hosted by the Township of Georgian Bay (the “Festival”) Volunteers. The on-site training and briefing sessions form part of the Volunteer Agreement for the duration of the Festival.
2. **Promotion:** Volunteers acknowledge that any photographs; video; sound recordings taken of them or by them may be used by the Festival for any promotional purposes.
3. **Term:** This Volunteer Agreement will begin on the date signed by Volunteer below and will continue until terminated by either the Festival or the Volunteer.
4. **Early Termination:**
  - a. Any failure on the Volunteer’s part to meet the terms of these Volunteer Terms and Conditions will result in the termination of this Agreement and may lead to the Volunteer’s removal from the Festival.
  - b. To cancel this Volunteer Agreement at any time, the Volunteer must email [jschnier@gbtownship.ca](mailto:jschnier@gbtownship.ca) and put the word ‘CANCEL’ in the subject field as soon as possible.
5. **Travel and Accommodation:** Volunteers are responsible for their own travel and accommodation expenses.
6. **Volunteering Hours:** There are no required minimum hours. Volunteer shifts may vary but will not exceed 8 hours long (including one 30 min break to be arranged at the Festival supervisor’s discretion); the time it takes to sign-in and travel to and from the position is additional to the shifts.
7. **Passes:** All Volunteers will be issued with an appropriate pass. This pass will enable the wearer to access those areas relevant to the position and responsibilities allocated. Any pass is a functional tool for Volunteers required to carry out their duties.
8. **Code of Conduct:** Any of the following, including the aiding and abetting of others, constitutes a breach of these Volunteer Terms and Conditions:
  - a. Failure to comply with these Volunteer Terms and Conditions or any policies and procedures and instructions from the Festival as notified during the volunteer briefings and whilst undertaking the voluntary role;
  - b. Neglecting to complete a required task promptly and diligently, without sufficient cause;
  - c. Leaving a position without permission or without sufficient cause;

- d. Divulging matters confidential to the Festival, either past or present, without permission;
- e. Soliciting or receipt of gratuities or other consideration from any person, or failure to account for keys, money or property received in connection with the business of the Festival or its partners;
- f. Incivility to persons encountered during duties or misuse of authority in connection with the business of the Festival or its partners;
- g. Conduct in a manner likely to bring discredit to a fellow volunteer, the Festival or its partners;
- h. Use of Festival equipment without permission;
- i. Reporting for duty under the influence of alcohol or restricted drugs or use of these whilst on duty; and
- j. Failure to notify Festival immediately of any:
  - i. Conviction for a criminal and/or motoring offence;
  - ii. Indictment for any offence that may affect their work with the Festival;
  - iii. Police caution or legal summons that may affect their work with the Festival;
  - iv. Permitting unauthorized access to premises, Festival site, or place of work; and
  - v. Carrying of equipment not issued as essential to an individual's role or duties.

**9. Festival Obligations:** Festival shall provide volunteers with:

- a. Free access to the Festival;
- b. A Volunteer T-Shirt, which Volunteers are required to wear during their shifts and may keep once the Festival is over;
- c. Volunteer Festival bag;
- d. Parking passes;
- e. 1 lunch meal ticket per day worked which can be redeemed at any participating food vendor.
- f. Snacks and refreshments at the Festival during their shift.

**10. Volunteer Obligations:** Volunteers shall:

- a. Abide by these Terms and Conditions;
- b. Represent the Festival in a positive and appropriate way and demonstrate their commitment by fulfilling their role to the best of their ability in line with the briefing and any training provided;
- c. Attend all the onsite briefing and training sessions;
- d. Be onsite and available to work on the days required;
- e. Arrive to shifts on time and participate fully for the period of time specified;
- f. Wear any relevant uniform at all times whilst on shift;
- g. Be well presented and polite to members of the public whilst on shift and carry out duties with maturity, honesty, and reliability;
- h. Not consume alcohol or drugs whilst (or immediately prior to) volunteering. The Festival reserves the right to have any volunteer found to be volunteering under

the influence of drink or behaving in a manner that might bring the festival into disrepute, removed from the Festival site;

- i. Communication with Festival management should they have any issues before, during, or after the Festival in carrying out their volunteer duties;
  - j. Arrive at the Festival with everything they need for the duration of the Festival site, including clothing for all weathers; and
  - k. Comply with the Festivals' policies at all times.
11. **Electronic Communications:** Volunteer contact details will be added to the Festival database electronic mailing list so that they may be contacted for future volunteer opportunities at the Township of Georgian Bay or electronic Township of Georgian Bay newsletters and event promotions. Volunteers may ask to be removed from this mailing database at any time after completion of the Festival by emailing [jschnier@gbtownship.ca](mailto:jschnier@gbtownship.ca).

12. **Volunteer Acknowledgement:** Volunteers acknowledge and understand that:

- a. these Terms and Conditions are subject to change and in light of any changes an update will be sent to volunteers directly;
- b. the Festival will collect and hold personal data in accordance with the Festival's privacy policy found on the Festival website;
- c. if their behaviour falls outside any of the obligations in Section 11, it may lead to their eviction from the Festival. The Festival reserves the right to initiate this process without first giving a warning if a volunteer has clearly broken the above obligations;
- d. they must be 18 years old or over on the first day of the Festival;
- e. the Festival is not responsible for the personal possessions of any Festival volunteer;
- f. the Festival management reserves the right to conduct reasonable and with consent searches on entrance and exit to the festival site whether you are on or off shift;
- g. in consideration for being allowed to volunteer with the Festival, they, on behalf of themselves, personal representatives, heirs, next of kin, successors, and assigns; Volunteers agree to forever:
  - i. waive, release, and discharge the Festival, its agencies, officers, and employees from any and all negligence and liability for their personal injury, death, disability, property damages, property theft, or claims of any nature which may hereafter accrue to the Volunteer, and their estate as a direct or indirect result of their participation in the volunteer activities; and

- ii. defend, indemnify, and hold harmless Festival, its agencies, officers, employees, from any and all claims of any nature, including all costs, expenses, and attorney's fees, which may in any manner result from or arise out of this agreement.

By submitting a Volunteer Application with the Festival and by signing below, Volunteers acknowledge all points stipulated within this document.

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_