



Festival du Voyageur

heho.ca

GREAT-WEST LIFE SCHOOL PROGRAM

Feb. 15 & Feb. 19 to 22, 2019

Volunteer Guide

Great-West
COMPAGNIE G-W ASSURANCE VIE

LA PARFAITE ALLIANCE COMMUNAUTAIRE™

Manitoba 

Secrétariat
aux affaires
intergouvernementales
canadiennes

Québec 

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RECRUITING AND REGISTRATION INFORMATION

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It's time to take out your boots, scarves and heavy coats!

We have been fortunate to have the help and dedication of people like you and your students who volunteer their precious time in ensuring a great experience for our visiting students. We are now recruiting bilingual (French/English) grade 11 & 12 students to volunteer at the 2019 Great-West Life School Program.

**We are in need of 62 volunteers from February 15 to 22, 2019!
Those volunteering on February 16 and 20 must be bilingual.**

1. Please contact me as soon as possible to reserve volunteer positions for your students by emailing me at benevoles@heho.ca. Please include the following information: name of the school, name of contact person, the number of students interested in volunteering, and phone number.
2. We will contact you in order to confirm a date.
3. We ask that you please send the following documents, *Volunteer Authorisation Form* and *Code of Ethics* (in this guide) home with your students to be read and signed by them and their parents. **Please keep these documents in your students' files.**
4. Once you send us an email with the confirmed number of students interested in volunteering, we will send you a schedule of locations/activities in which to pencil in your students' names. There could be last minute changes and we appreciate your flexibility and cooperation in order to best serve our visitors. This form will need to be sent to our attention either by fax or email in early February 2019.

It will be our pleasure to help make your volunteer experience a memorable one.

Sincerely,

Stephanie Chow
Volunteer coordinator
204-258-2554
volunteers@heho.ca

VOLUNTEER POSITIONS

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ACTIVITIES	LOCATION	DESCRIPTION	NUMBER OF VOLUNTEERS NEEDED
<ul style="list-style-type: none"> • Teen Lunch show • Summer Bear Dance Troupe 	Rivière-Rouge tent	Drum wrangler <ul style="list-style-type: none"> • Help students with drumming activity. 	5
<ul style="list-style-type: none"> • Children's Lunch concerts • Voyageur Museum 	Pembina tent	Apprentice Indiana Jones <ul style="list-style-type: none"> • Help distribute fur trade objects and other materials for the Voyageur museum. 	4
Crafting workshops	La Prairie tent	Imagination architect <ul style="list-style-type: none"> • Assist animators in preparing the activities • Assist the children in crafting 	5
<ul style="list-style-type: none"> • Business of Beavers • Winter Wonders 	La Reine tent	Conservation and Economic Developer <ul style="list-style-type: none"> • Guide and accompany school groups to their assigned seating. • Distribute craft materials and assist children in crafting. 	4
Children's crafts and games	Sugar Shack	Imagination Architect <ul style="list-style-type: none"> • Assist children with crafting and hands-on activities. • Assist staff with greeting classes to the Maple Forest program. 	6
Children's crafts and games	Portage Tent	Imagination Architect <ul style="list-style-type: none"> • Assist children in crafting and other activities 	6
Winter Playground	Winter playground	Toboggan Technician <ul style="list-style-type: none"> • Assist playground staff with outdoor games • Students will receive further instruction on the day they volunteer. 	6
Fort Gibraltar A & B	Fort Gibraltar	Fort Gibraltar Guide <ul style="list-style-type: none"> • Guide school groups through the fort. Students will receive further instruction on the day they volunteer. 	10
On the Snowshoe Trail	Maison Chaboillez	Snowshoe Scout <ul style="list-style-type: none"> • Help school children attach their snowshoes. • Help animators guide children on the snowshoe walk. 	1
Concours des meilleurs	Maison Chaboillez	Riverside Referee <ul style="list-style-type: none"> • Assist animators in managing game stations for school groups. 	3
Shocking Truth	Winter Playground	Energy Elf <ul style="list-style-type: none"> • Assist in animating games and puzzles 	10
Administration	Information Centre	Junior Clerk <ul style="list-style-type: none"> • Help staff distribute schedules and prepare warm drinks, distribute snacks 	2

VOLUNTEER REWARD SYSTEM

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The Festival du Voyageur recognizes and appreciates the contributions in time and presence offered by all of its volunteers. You are an integral part of our team!

For students volunteering 4 to 6 hours :

- One day pass for Voyageur Park - public hours

For students volunteering 6.5 to 12 hours :

- 2 day passes for Voyageur Park - public hours

VOLUNTEER PACKAGE INFORMATION

- **Please call:** Stephanie Chow, Volunteer Coordinator at 204-258-2554 to make arrangements to pick up your Volunteer Package at 233 Provencher Blvd, February 5-14. Our office hours are: 8:30 a.m. to 5:00 p.m.
- The Package will include:
 - a. A Festival du Voyageur Program
 - b. An evening pass for February 21, 2019 for every volunteer
 - c. VOLUNTEER BADGES for each volunteer (please write the name of each student on the badge)
 - d. A ten-day Festival pass for each recruiting-teacher (see the Official Festival du Voyageur Program for its use).
- You will find the Great-West Life School Program park map on our website in early February.

THE DAY OF :

- Write your name on your volunteer badge and wear it before arriving at the service entrance.
- Dress warmly!
- Turn off your cell phones while on duty.
- Arrive at 9 a.m. and no later than 9:15 a.m. at Voyageur Park unless otherwise indicated.
- Enter the Park at the Service Gate located at the end of St-Joseph St. Please show your volunteer badge to security.
- Sign in at the **Pembina Tent**. A volunteer coordinator will greet your group and direct you to your activities.
- Speak calmly and clearly when giving directions to students and teachers.
- Please cooperate with staff.
- Remain at your assigned activity unless directed otherwise by Festival du Voyageur staff.
- Snacks and hot drinks will be made available.
- Departure Time: As soon as your activity has ended for the day or no later than 2:30 pm.
- Please EXIT through the service gate.

PARKING :

- Staff and Volunteer Parking is located at the corner of Messenger and St. Joseph Streets.

LUNCH :

- It is recommended that you bring a bagged lunch. Line-ups at food kiosks can take a long time.
- Bring your lunch with you to your station.
- A maximum of 30 minutes for lunch break please.
- Hot beverages and light snacks will be available.
- Please eat your lunch at your volunteer station in order to help with supervision.
- Please take turns to eat your lunch.

VOLUNTEER WARM-UP STATION

You can warm up and find snacks, hot chocolate, and water at the Information Centre (located near the heated bathrooms).

GREEN AND CLEAN

Please help us RECYCLE and keep Voyageur Park clean. Pick up after yourselves and our visitors.

LOST STUDENTS

Accompany the student to the front entrance kiosk and our staff will then follow the designated protocol.

FIRST AID – INJURIES

Remain with the student (or injured volunteer). Ask for assistance by finding a staff member who will then take over the situation.

LOST & FOUND

Please leave any lost items at the Info Centre front entrance kiosk.

The Festival du Voyageur is extremely pleased to have you commit your time and “joie de vivre” to the largest winter festival in western Canada.

Successful volunteers follow a professional code of ethics. The Festival and School Program counts on you and wishes to thank you in advance for your help.

Volunteer Rights

- You have the right to be recognized as a Festival du Voyageur volunteer, to be appreciated for your commitment and dedication, and respected for your contribution
- You have the right to be informed of your task area.
- You have the right to carry out your duties without fear of physical or verbal harassment and to be free of insult or innuendo.

Volunteer Responsibilities

- To adhere to the Festival du Voyageur Volunteer Code of Ethics
- To recognize that French is the language of operation of the Festival and that all efforts should be made to first greet all visitors in French. Please note that the 15th and 20th of February are the French Program days, and that February 19th, 20th and 22nd are the English Program days.
- To be aware of the time commitment and responsibilities for your task(s) prior to accepting, and honour that commitment.
- To be on time for your shift and check-in and out according to the established policies.
- To inform the School Program Coordinator as soon as possible if you are unable to meet any of your shifts or responsibilities.
- To wear your volunteer name badge in order to identify you to our visitors.
- To direct any questions or concerns you are unable to address to an appropriate Festival representative.



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Volunteer Code of Ethics

The Festival du Voyageur inc. is internationally renowned for its year-round, unique, interactive, historical and cultural experiences, which reflect the voyageur era and the "joie de vivre" of Manitoba's francophones.

To be successful in your voluntary efforts you should:

- Be a responsible and positive ambassador for the Festival du Voyageur.
- Greet all our visitors in French and continue in the language designated by the program (15th and 20th of February in French; 19th, 20th and 22nd of February in English)
- Make every effort to complete all shifts accepted and duties assigned;
- Punctually report for your agreed assignment; dress appropriately;
- Respect time allowed for break - 15 minutes - and please take turns;
- BRING YOUR OWN LUNCH – take your turn and eat on site at your assigned post to continue assisting activity leaders;
- Remain on site during your volunteer day;
- Treat staff, performers and other volunteers with respect;
- Advise staff if you must step away momentarily;
- Consult with the appropriate individual if/when making decisions;
- Do not consume alcohol, cigarettes, cannabis and illegal substances while on duty. The consumption of alcohol and illegal substances will not be tolerated.
- Do not use cell phones during your shifts. Please wait until a break or off-duty.

Signing your name on this document means that you have read, understood and will respect the Volunteer Code and any other guidelines which will be provided by the coordinator of this program. Thereby you are affirming the following:

"I promise that if I am accepted as a volunteer, I will adhere to the Volunteer Code of Ethics and I will fulfill my responsibilities to the best of my capabilities."

Note to recruiting teacher:

Students must return this document to you signed by student and a parent or guardian. Please read the Code of Ethics with volunteer students prior to their volunteer experience.

Print student's name: _____

Student's signature: _____

Parent or guardian's signature: _____



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Authorization Form
The Great-West Life School Program 2019
February 15th and February 19th to 22nd

FESTIVAL DU VOYAGEUR – February 15th– 24th, 2019

I authorize my child to participate as a volunteer in the Great-West Life School Program at the 2018 Festival du Voyageur.

X _____
Parent or guardian signature tél. #

Student volunteer name cell #

School Recruiting Teacher

- Student is to dress warmly.
- Student is to bring bagged lunch.
- Student and guardian have read the Code of Ethics volunteer document. Please place your initials at the X to confirm that you have read this document. **X**_____

I hereby give the Festival du Voyageur, and its licensees and legal representatives the irrevocable right to use my child's picture, portrait or photograph in all forms of media and in all manner including electronic media and/or composite representations, for advertising, promotion, or any lawful purposes and I waive any right to inspect or approve the finished product, including written copy that may be created in connections therewith.

Parent/Guardian initial here please: X _____

Thank you for your cooperation and assistance!

Have a great Festival!
Stephanie Chow, Volunteer Coordinator



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RE: VOLUNTEER ABSENTEE LETTER TO PARENTS/GUARDIANS

This is to confirm that your child, _____ from _____ School will be absent from school on February _____, 2019 to volunteer at the Festival du Voyageur Great-West Life School Program for _____ day(s).

Students and Guardian must have read the Code of Ethics document. Please sign at the three indicated areas on page 7.

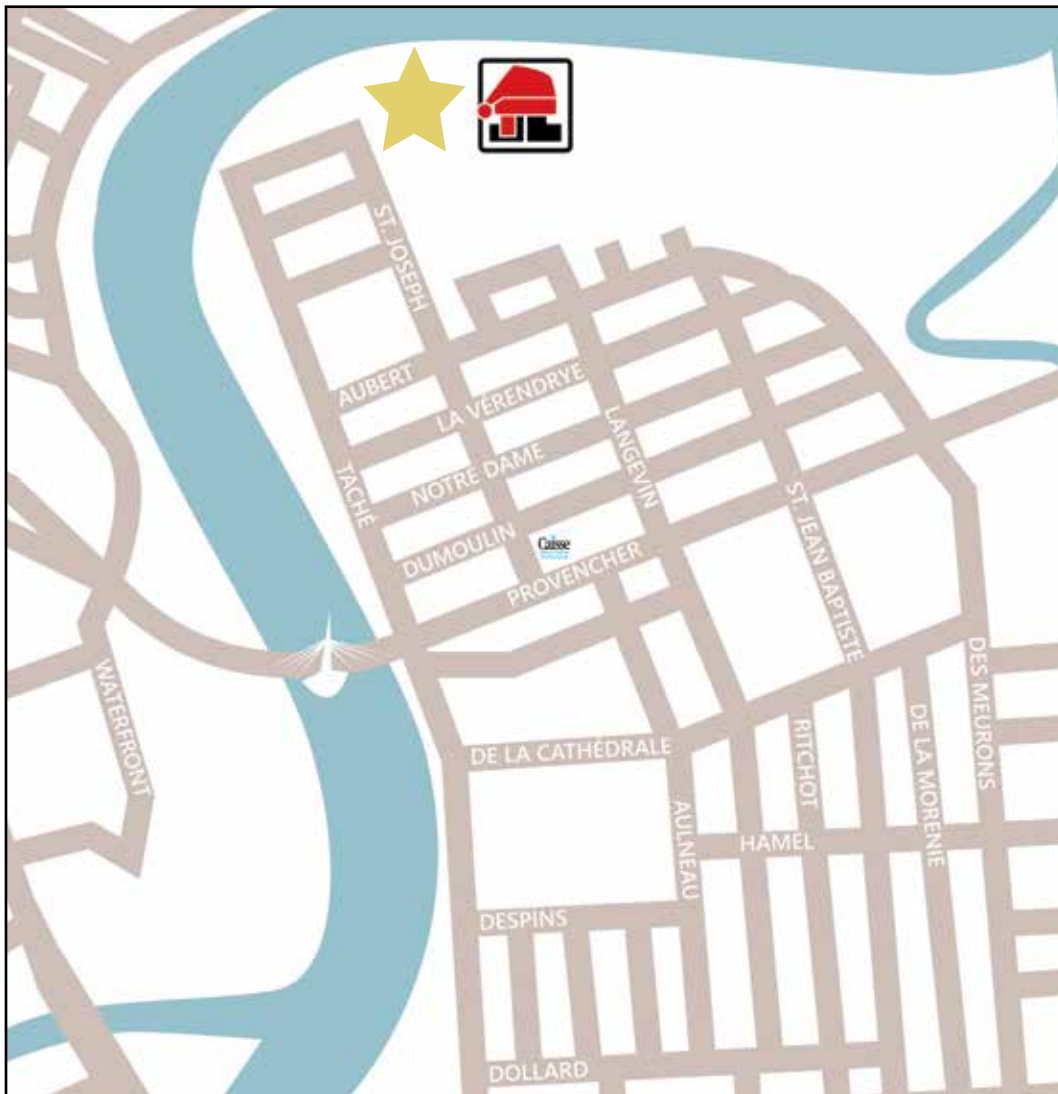
Please note that Voyageur Park will be open to the Festival's official photographer during The Great-West Life School Program. Your approval is mandatory to your child volunteering experience. Please ensure that you sign the declaration to this effect at the bottom of page 8.

Please note, Festival du Voyageur inc. will not be responsible for any loss or damage to the property of your child.

MAP OF SAINT-BONIFACE

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The student will be volunteering at Voyageur Park (Whittier Park) in Saint-Boniface, 866 Saint-Joseph St. and must arrive between 9:00 and 9:15 am. **Transport to and from The Great-West Life School Program remains the responsibility of the school or student.** Please use the service gate. Students must remain on site at all times. **Students must be dressed warmly.**



Voyageur Park

Corner of St-Joseph & Messenger

Bus drivers may access parking lot off Saint-Joseph St.

- Fort Gibraltar (Maison du Bourgeois)
- Maison Chaboillez
- Pembina Tent, Rivière-Rouge Tent, Sugar Shack, La Prairie Tent, La Reine Tent, La Tuque Tent, Portage Tent
- All outdoor activities.

For all inquiries regarding volunteering for the School Program, please contact:

Stephanie Chow

Volunteer coordinator
204-258-2554
volunteers@heho.ca

For all other inquiries regarding the Festival du Voyageur, please contact:

FESTIVAL DU VOYAGEUR
204.237.7692
info@heho.ca

Please note that Festival du Voyageur 2019 runs from February 15th to the 24th.

