GREAT-WEST LIFE SCHOOL PROGRAM
Feb. 16 & Feb. 20 to 23, 2018
Volunteer Guide
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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 2018 Great-West Life School Program.

We are in need of 46 volunteers from February 16 to 23, 2018! Those volunteering on February 16 and 20 must be bilingual.

1. Please contact us as soon as possible to reserve volunteer positions for your students by emailing Monique Olivier at molivier@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 2018.

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

Sincerely,

Colin Mackie, Heritage and Education Programs Manager
204.258.2566 (direct line)
cmackie@heho.ca

Monique Olivier, Heritage and Educations Programs Assistant
204.258.2567 (direct line)
molivier@heho.ca
<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>LOCATION</th>
<th>DESCRIPTION</th>
<th>NUMBER OF VOLUNTEERS NEEDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Teen Lunch show</td>
<td>Rivière-Rouge tent</td>
<td>• Help students with drumming activity.</td>
<td>3</td>
</tr>
<tr>
<td>• Summer Bear Dance Troupe</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Children’s Lunch concerts</td>
<td>Pembina tent</td>
<td>• Help distribute fur trade objects and other materials for the Voyageur museum.</td>
<td>4</td>
</tr>
<tr>
<td>• Voyageur Museum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crafting workshops</td>
<td>La Prairie tent</td>
<td>• Assist children in crafting.</td>
<td>6</td>
</tr>
<tr>
<td>Children’s crafts and games</td>
<td>Sugar Shack</td>
<td>• Assist children in crafting and hands-on activities.</td>
<td>4</td>
</tr>
<tr>
<td>• The Living Canoe</td>
<td>La Reine tent</td>
<td>• Guide and accompany school groups to their assigned seating.</td>
<td>4</td>
</tr>
<tr>
<td>• Winter Wonders</td>
<td></td>
<td>• Distribute craft materials and assist children in crafting.</td>
<td></td>
</tr>
<tr>
<td>Children’s crafts and games</td>
<td>Portage Tent</td>
<td>• Assist children in crafting.</td>
<td>4</td>
</tr>
<tr>
<td>Children’s crafts and games</td>
<td></td>
<td>• Help kids with the dancing workshop.</td>
<td></td>
</tr>
<tr>
<td>Winter playgrounds: Flying canoe and Hill</td>
<td>Winter playground</td>
<td>• Assist playground staff with games and supervision. Students will receive further instruction on the day they volunteer.</td>
<td>6</td>
</tr>
<tr>
<td>Fort Gibraltar A &amp; B</td>
<td>Fort Gibraltar</td>
<td>• Guide school groups through the fort. Students will receive further instruction on the day they volunteer.</td>
<td>10</td>
</tr>
<tr>
<td>On the Snowshoe Trail</td>
<td>Maison Chaboillez</td>
<td>• Help schoolchildren attach their snowshoes.</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Help animators guide children on the snowshoe walk.</td>
<td></td>
</tr>
<tr>
<td>Concours des meilleurs</td>
<td>Maison Chaboillez</td>
<td>• Assist animators in managing game stations for school groups.</td>
<td>3</td>
</tr>
</tbody>
</table>
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:** Monique Olivier at 204-258-2567 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. A day pass 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 between 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 Messager and St.Joseph Streets.

LUNCH:
• It is recommended that you bring a bagged lunch. Line-ups at food kiosks can take a long time.
• Place lunch bags in a box identified with school name and leave it in the volunteer trailer located at the service gate.
• 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 16 and 20 of February are the French Program days, and that February 21-23 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.
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 (16 and 20 of February in French; 21-23 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, 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: _________________________________
Authorization Form
The Great-West Life School Program 2018
February 16 and February 20 to 23

FESTIVAL DU VOYAGEUR – February 16– 25, 2018

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!
Colin Mackie, Heritage and Education Programs Manager
RE: VOLUNTEER ABSENTEE LETTER TO PARENTS/GUARDIANS

This is to confirm that your child, __________________________ from _________________________ School will be absent from school on February__________, 2018 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.
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 & Messager
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.

Festival du Voyageur 233 Provencher Blvd, www.heho.ca, 204.237.7692
For all inquiries regarding volunteering for the School Program, please contact:

**Colin Mackie**  
*Heritage and Education Programs Manager*  
204.258.2566  
cmackie@heho.ca

**Monique Olivier**  
*Heritage and Education Programs Assistant*  
204.258-2567  
molivier@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 2018 runs from February 16–25.