



PETAWAWA SHOWCASE VOLUNTEER APPLICATION FORM – APRIL 24-26, 2020

**Are you in high school?
Need community / volunteer hours?
Do you like meeting & helping people?**

**Would you like to meet a wide assortment of
area employers and explore part-time or
summer job opportunities?**

STUDENT VOLUNTEER FORM (Please print clearly) Date: _____

Name: _____ Grade: _____

Phone: _____ School: _____

Family email address (optional): _____

HOURS AVAILABLE TO WORK

FRIDAY, APRIL 24 (9am to 8pm): _____

SATURDAY, APRIL 25 (10am to 6pm): _____

SUNDAY, APRIL 26 (10am to 6pm): _____

We need student volunteers to work **all weekend**, if possible, but at least a four hour shift. You'll learn a lot. You'll help to showcase the Upper Ottawa Valley to all our visitors... AND you'll have fun!

DUTIES & RESPONSIBILITIES

As a volunteer, you are an ambassador for **SHOWCASE** and for our communities. You will be helping the public find their way around the site and helping exhibitors by “booth minding” while they take a SHORT break from their booth.

Please don't put yourself in any unsafe situations – i.e. go alone to a vehicle to help someone pack/unpack. You do not handle any money for the exhibitor – please just take a name & phone number if someone wants some information and can't wait until the exhibitor returns to the booth. Exhibitors do not pay you for your “booth minding” as you are working as a volunteer at the show.

You will be delegated an area to mind for the duration of your shift. Keep your eyes open for ways to help the public, things that may be a safety concern, and ideas you may have to make the show run more smoothly. Our vendor list, entertainment lineup and floorplans are available on our website – www.showcaseinpetawawa.ca You definitely should have a look at them to see who is coming and what our entertainment highlights are.

We have a small office off the lobby area. Please come there or use your two-way radio to call Shawn (general manager), or our office staff.

1. Bring your volunteer sheet from your school to your first shift. We'll keep it on file for you until your last shift. Keep track of your hours and Shawn will sign your sheet for you after your last shift.
2. Come to our Office off the lobby when you arrive at the Civic Centre. Sign in so you get credit for all your time. Get a T-shirt from our staff. Sign out a two-way radio for each pair of students. Please don't bring valuables that you can't carry with you. Jackets can be left in a locked room, but all students and staff will have access to that room. Make sure to get your name badge, to identify you as an official **SHOWCASE** volunteer.
3. Dress in layers – sometimes you'll be really warm, sometimes cold – our weather may vary from very hot to very cold and include snow, rain, wind – and sometimes even summer weather! We'll have free bottled water available in the office to keep you hydrated.
4. When it's time to leave please sign out at the office. Sign your two-way radio back in (if you had one). Please leave your name badge on the table so that it's there for your next shift. You may take your T-shirt home as long as you remember to wear it for your next shift please.

Many thanks, in advance, for your help. We know that you'll have fun while you're helping visitors and exhibitors enjoy **SHOWCASE**. You may even develop some business contacts to help you when you are part-time or summer-job hunting.

Many thanks!

Shawn Gallant
Owner, GallantMEDIA & SHOWCASE
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