

CICLOVIA Volunteer Application



Thank you for your interest in volunteering for the inaugural year of Ciclovia! Ciclovia takes place **Sunday September 13, 2009 from 8am – 6pm**

Ciclovia, meaning "bike way," is an event whereby a significant city street – the entire north side of Broadway from Osborne to Main – is temporarily closed to automobiles to allow dominance by non-motorized traffic. This closure will be part of the day's active transportation-friendly route connecting all the way from Assiniboine park right down to the Forks!

Ciclovia combines healthy living with arts and culture and engages citizens in active alternatives to motorized transportation, bringing life and community bonding back to otherwise car choked streets. Attendees will enjoy one of the city's most beautiful districts, taking in live entertainment, food, unique visual displays, family activities, and more.

(Please PRINT CLE	ARLY)		
Contact First / Last	Name		
Address			
-		Postal Code	
Phone	Cell	Email	
What's the best wa	y to reach you? (circle on	e) Cell / Home / Email	Age (if under 18):
Are you part of an o	organization? (circle one)	Yes / No. If YES, please s	specify
Any special needs/	medical concerns?		
Emergency Contac	t: Name	Phone	Cell
T-Shirt Size Prefere	ence (circle one): Small	/ Medium / Large / XL /	XXL
Duties: Faci as on-site coTime (selec	ilitate set up and take dowr ontact for issues (in contact	t with event organizers Lola & S n – 11am; 11am – 6pm	ithin block (using detailed site map); act Stephanie via cell phone)
 Locations: I (2 volunteers Smith at Bro (2 volunteers Duties: Mars buggy passes 	Maryland at Wolseley (2 vo s); Osborne at Broadway (1 adway (2 volunteers); Mair s) shalls direct non-motorized	olunteers); Sherbrook at Wolse 1 volunteer, with 2 police office n at Broadway (1 volunteer, with I traffic to safely cross intersec	ley (2 volunteers); Balmoral at Broadway rs); Donald at Broadway (2 volunteers); h one police officer); Waterfront at York tion, move barricades as horse drawn
 Location: M Coordinator 	ing up décor, arranging tab		then set up as instructed by Décor

Submit your application ASAP via MAIL, FAX, EMAIL, DROP OFF to:
Attn: Stephanie Voyce Downtown Winnipeg BIZ

Fax: 958-4630 Phone: 958-4621 426 Portage Avenue

E-mail: stephanie@downtownwinnipegbiz.com Winnipeg, MB R3C 0C9



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SIGNAGE	CREW	(2 shifts	3	positions/shift	ŧ١٠
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- Location: Entire Ciclovia route from Wellington Crescent to the Forks
- **Duties:** Under the direction of the signage coordinator Secure wayfinding signage/balloons on existing street poles along Ciclovia route; Secure promotional/sponsor/participant/other signage at key locations on Broadway; Remove all signage at end of event
- Time (select preferred shift): ___5am 8am (set up); ___4pm 6pm (removal)

____ **INFO TENT CREW** (2 shifts, 4 positions/shift):

- Location: Information tent located in Memorial Park at Osborne & Broadway
- Duties: Providing general info at main tent; Distributing cheques to buskers upon completion of their volunteer
 duties; Collecting, keeping track of, storing money handed in by Donations Crew; Being in constant
 communication with event organizers Lola & Steph via cell phone to keep track of volunteer no-shows/fill-ins,
 lost badges, giving parking / event passes to event staff, keeping event supplies
- Time (select preferred shift): ____6am 11am; ____ 11am 6pm

_ENVIRONMENT CREW (2 shifts, 10 positions/shift):

- Location: Broadway between Osborne and Main
- **Duties:** Picking litter (bags, gloves and pickers supplied); Monitoring garbage/recycling bins and portable toilets on site; Being in constant contact with the maintenance coordinator; other duties as specified by coord
- Time (select preferred shift): ____8am 1pm; ____1pm 6pm

_STAGE HAND (2 shifts, 2-3 positions/shift):

- Location: Stage at Hargrave, Staging area at Memorial Blvd and/or stage at Oodena grounds at the Forks
- **Duties:** Coordinate performers/demos on Hargrave stage; Coordinate entertainment & otherwise at Memorial Blvd and Oodena; Make announcements/introductions/recognize sponsors intermittently at all stages, etc.
- Time (select preferred shift): ____7am 12pm; ____12pm 5pm

__HOSPITALITY CREW (1 shift, 3 positions):

- Location: On Broadway in the Broadway Street Café (at Broadway and Memorial Intersection)
- Duties: Serving confections during days event
- **Time:** ____11am 4pm

DONATIONS CREW (2 shifts, 4 positions/shift):

- **Location:** Walking up and down Length of Broadway from Osborne to Main all day & also at the Forks Oodena staging grounds (from 4-5pm)
- Duties: Selling flowers to event-goers in support of the Save the Elms Foundation; Collecting money for flowers; Making sure to give the money to info main information tent organizer
- Time (select preferred shift): ____9am 1pm; ____1pm 5pm

APPLICATION DUE ASAP

Thank you! Your application form will be entered by the Downtown BIZ and you will be contacted by email or telephone, if necessary, for further clarification.

Submit your application ASAP via \underline{MAIL} , \underline{FAX} , \underline{EMAIL} , $\underline{DROP\ OFF}$ to:

Attn: Stephanie Voyce Downtown Winnipeg BIZ Fax: 958-4630 Phone: 958-4621 426 Portage Avenue E-mail: stephanie@downtownwinnipegbiz.com Winnipeg, MB R3C 0C9



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Downtown Winnipeg BIZ Event Volunteer Policy

I understand that if I am accepted as a volunteer I will adhere to the Volunteer Standards of Conduct and fulfill my responsibilities. The Downtown Winnipeg BIZ Standards of Conduct state that as a volunteer I:

- Will be a responsible ambassador for the Event and represent the Event in a positive way;
- understand that any access passes issued are non-transferable and remain the property of the Downtown Winnipeg BIZ and can be repossessed under the following conditions:
 - if I attempt to bring alcohol onto the site;
 - if I use or possess illegal substances on site;
 - o if I commit illegal, violent, or unsafe acts;
 - if I am under the influence of alcohol or drugs while on duty;
 - o if I violate any rules and regulations;
- Will fulfill all volunteer responsibilities;
- Will not use Downtown Winnipeg BIZ property or monies for personal advantage;
- Will maintain confidentiality with respect to all Downtown Winnipeg BIZ information and records;
- Understand that all materials obtained in connection with volunteering for the Downtown Winnipeg BIZ remain the property of the Downtown Winnipeg BIZ;
- Will refer questions from the media involving policy or sensitive issues to the Downtown Winnipeg BIZ Executive Director or Marketing Director.
- I am also aware that I will be expected to work the total amount of hours as specified by each event volunteer position noting that intermittent breaks will also be a part of event scheduling for volunteers.
- In signing this application form, I am also agreeing to cooperate with the Downtown Winnipeg BIZ through the volunteer screening process. This may involve a Criminal Record Search and/or clearance with the Provincial Child Abuse Registry depending on which volunteer crew I am assigned to/applying for but will be notified first if such a process is required

"I have read and accept the Terms and Conditions outlined in the Downtown Winnipeg BIZ Event Volunteer Policy."

Applicant Signature:	
Print Name:	
Dated:	