

ABBOTSFORD TULIP FESTIVAL – 2019

GROUP VOLUNTEER APPLICATION

December 11, 2018

To Whom It May Concern,

Thank you for your consideration of volunteering with the Abbotsford Tulip Festival. The Abbotsford Tulip Festival is an event in Abbotsford created to celebrate the beauty of tulips and Agriculture in the Fraser Valley. The festival will run from April 15 – May 12 (estimated closing date) and we will be open daily from 9:00 am – Dusk.

In order to run a smooth festival, we are looking for local not-for-profits that are interested in volunteering on weekends in return for a donation to your organization. Descriptions of protentional duties are in the application to follow.

As a group, you can sign up for minimum 1 full weekend of volunteering. Each weekend commitment consists of a minimum of 4 shifts with a minimum of 6 volunteers a day, Saturday 8:45 am – 4:15 pm, Saturday 11:30 pm– 7:00 pm, Sunday 8:45 am – 4:15 pm, and Sunday 11:30 pm– 7:00 pm. (Shifts can be broken down to shorter time slots and filled by more volunteers if you wish, please discuss with us if this is your plan). More information on shifts and benefits can be found in the application.

The Abbotsford Tulip Festival is hoping to share their stunning tulip fields with 70,000-100,000 attendees over 4 weeks in the spring! With photo cut out boards, tasty food vendors, a covered picnic area and a children's play area; there is something for everyone. We are pleased to have cut flowers for sale, bulbs for pre order and a fresh u-pick field. We look forward to working with local not-for-profits to run an exciting festival but also to build community and promote local organizations to the festival guests.

To be considered to volunteer at the Abbotsford Tulip Festival, the application form below must be completed and submitted to the Abbotsford Tulip Festival no later than February 1, 2019. This is to give us enough time to review all applications and notify you, if accepted by February 15, 2019. Other requirements are listed in the application.

We are beyond excited for the third season for the Abbotsford Tulip Festival and look forward to working with you. If you have any questions at all, please do not hesitate to ask.

Sincerely,

Abbotsford Tulip Festival Management

ABBOTSFORD TULIP FESTIVAL – 2019

GROUP VOLUNTEER APPLICATION

VOLUNTEER CATEGORIES

Bloom Management will select which groups are in what category each weekend. Below is just for information purposes.

Admission	Time & Person Commitment	Admission	Flower Sales	BLOOM Service Ambassador	Parking
<ul style="list-style-type: none"> - Accepting admission at the gates - Scan in pre-purchased tickets - *volunteers must be comfortable handling cash 	Saturday – Shift A	3	3	3	3
	Saturday – Shift B	3	3	3	3
Flower Sales <ul style="list-style-type: none"> - Selling cut tulips by the field, both pre-packaged and u-pick flowers - Selling merchandise and snacks from booths. - *volunteers must be comfortable handling cash 	Sunday – Shift A	3	3	3	3
	Sunday – Shift B	3	3	3	3
Parking Attendant <ul style="list-style-type: none"> - Direct drivers which aisle to drive down. - Direct drivers to a stall to park in. - Direct pedestrians when and where to go. 	Shift A – 8:45 am – 4:15 pm Shift B – 11:30 am– 7:00 pm				
BLOOM Service Ambassador <ul style="list-style-type: none"> - Offer to take photos. - Answer guest’s questions. - Enhance the experience in the tulip field. 					

Example: If your group is registered to be **Admissions** on a weekend your schedule will look as follows:

- Saturday Shift A: 3 volunteers from 8:45 am – 4:15 pm
- Saturday Shift B: 3 additional volunteers from 11:30 am– 7:00 pm

*This schedule will be repeated on Sunday.

As the shifts overlap, a single person cannot take both shifts as we require the full 10-15 people to be on site during the busiest part of the day. Once the event is wrapped up, a donation will be made to the volunteering organization. **Donation information on the following page.**

All groups, please note the following:

- Commitment of 2 or more weekends is **preferred**.
- No children under 16 may volunteer. If volunteers are younger, please discuss with management prior to and an adult must be volunteering at the same time as them.
- Each group can put up 1 sign no larger than 4' x 6' during their volunteer weekend. This must be confirmed with the Festival Coordinator prior to March 1st, if your group is interested.
- Each group can put up 1 10' x 10' booth for awareness. This must be confirmed with the Festival Coordinator prior to March 1st and manned by non-volunteering members, if your group is interested.
- We are an all-weather festival so we ask that volunteers dress appropriately for the weather on their assigned weekends. We do have a container to hold extra gear but most volunteer work occurs outdoors and we expect you to be dressed accordingly.
- All gear including vests and radios must be returned at the end of every shift.
- Volunteers also receive 2 free WEEKDAY passes.
- Coffee from our snack shack is unlimited for volunteers. Other drinks from snack shack are limited to 1 per day (ex. Water bottle, hot chocolate, etc.) Water is available to fill personal water bottles.

ABBOTSFORD TULIP FESTIVAL – 2019

GROUP VOLUNTEER APPLICATION

VOLUNTEER WEEKENDS

Indicate which weekends you are interested in with an X

April 20/21 <input type="checkbox"/> *Easter Weekend	April 22 <input type="checkbox"/> *Easter Monday	April 27/28 <input type="checkbox"/>	May 4/5 <input type="checkbox"/>	May 11/12 <input type="checkbox"/>
---	---	--------------------------------------	----------------------------------	------------------------------------

VOLUNTEER QUANTITY

How many volunteers do you have available for each day of the weekend you have signed up for?

6 volunteers <input type="checkbox"/>	12 volunteers <input type="checkbox"/>	18 volunteers <input type="checkbox"/>	24 volunteers <input type="checkbox"/>
---------------------------------------	--	--	--

GROUP INFORMATION

Organization Name: Name	
Contact Name: Name	
Street Address: Street Address	
City: City	Province: Province
Postal Code: Postal Code	Phone: Phone
Email: Email	
Website: Website	
Are you able to provide a donation receipt: YES <input type="checkbox"/> NO <input type="checkbox"/>	

ONSITE ACTIVATION

Will you be providing a sign onsite for the weekend you are volunteering?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will you be wanting a 10x10 space for a booth onsite for the weekend you are volunteering?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

DONATION

\$100/day/8 hour volunteer shift.

*A deduction of \$100.00 will be made per person missing if the committed number of volunteers are not available for each shift.

REQUIREMENT

Abbotsford Tulip Festival reserves the right to determine the eligibility of all volunteer groups. Priority will be given to *local* not for profit associations.

After a full review, groups will be notified of their weekends by February 16, 2018. **Please note submitting this application does not guarantee your preferred weekends.**

A list of volunteer names and shift times will be required 3 days prior to your volunteer weekend.

All groups must be a not for profit organization and able to issue a donation receipt.

Groups are not covered by any employment insurance during their volunteering at the festival.

Application to be submitted by February 1, 2019 to the Abbotsford Tulip Festival.

If selected, volunteer groups may be required to attend an information session.

ABBOTSFORD TULIP FESTIVAL – 2019

GROUP VOLUNTEER APPLICATION

By signing below, you are acknowledging all the terms and conditions mentioned above:

Signature:
Date:

Please return application form to:

Ashleigh Watters

ashleigh@abbotsfordtulipfestival.ca

Subject: ATF 2019 Volunteer Application – *Organization Name*