

CFMF Volunteer Contract

Volunteer Rights

- To be properly informed about the Folk Festival Society of Calgary, its policies, procedures and programs;
- To know what is expected of you and, where appropriate, to take part in planning;
- To be comfortable with the tasks assigned to you before you perform them;
- To work in an atmosphere of mutual respect and support;
- To be recognized for your contribution to the event; and
- To appeal decisions regarding your volunteer position or status in accordance with the Volunteer Appeal Process.

Volunteer Responsibilities

- To prepare fully to perform your duties as a volunteer by participating in all necessary screening, orientation, and training deemed appropriate;
- To abide by the policies and procedures of the Folk Festival Society of Calgary;
- To abide by the [Volunteer Code of Conduct](#);
- To represent the Folk Festival Society of Calgary in a positive way;
- To treat other volunteers, performers, staff, and the public with respect;
- To acknowledge your position of trust and to not use money or properties belonging to the Folk Festival Society of Calgary, its sponsors, artists, or vendors for your own personal use;
- To fulfill all tasks, duties and time commitments as agreed, to the best of your ability;
- To refrain from use or possession of illegal substances on-site;
- To refrain from alcohol or cannabis use while on duty;
- To arrive sober at the start of your shift, and remain sober while on duty;
- To create and foster an atmosphere of mutual respect and support; and
- To follow all public health recommendations concerning the risks of COVID-19 and following all of the FFSC risk mitigation strategies and protocols.

Calgary Folk Music Festival Staff Rights

- To screen incoming volunteers as deemed necessary and appropriate;
- To expect all volunteers to adhere to a high standard of behaviour as the event's representatives with the public;
- To expect volunteers to fulfill agreed-upon roles and responsibilities to the best of their ability, and in accordance with Folk Festival Society of Calgary policy and procedure; and
- To take appropriate action in cases of breach of such rights and agreements.

Calgary Folk Music Festival Staff Responsibilities

- To recruit and assign volunteers appropriately, according to their skills, qualifications, experience and needs, and the needs of the event;
- To prepare volunteers to perform their duties by providing briefings, orientation and training;
- To properly inform all volunteers about the event's policies, procedures, programs and codes of conduct;
- To appropriately promote and/or reassign volunteers, according to their skills, qualifications, experience and needs, and the needs of the event;
- To assess all volunteer roles, duties and structures for effectiveness on an ongoing basis;
- To appropriately recognize the contributions of all volunteers;
- To help create an atmosphere of mutual respect and support; and
- To protect the best interests of the Folk Festival Society of Calgary and its volunteers at all times.

By registering for a crew, all volunteers agree to the terms outlined above.