



~THANK YOU FOR VOLUNTEERING~  
 Please 'scan and email' or fax your volunteer registration form to:  
 C/o Rotary Career Symposium Volunteer Coordinator  
 Email: [careersymposium@shaw.ca](mailto:careersymposium@shaw.ca)

**Please call: 204-615-6557**

FULL NAME\*: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/TOWN: \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

HOME PHONE: ( ) - WORK PHONE: ( ) -

CELL PHONE: ( ) - FAX: ( ) -

If your spouse is a Rotarian, please indicate his/her name here:

\_\_\_\_\_

**ROTARY CLUB AFFILIATION (Please Mark with an X):**

<input type="checkbox"/> Assiniboine	<input type="checkbox"/> Charleswood	<input type="checkbox"/> Downtown	<input type="checkbox"/> East AM
<input type="checkbox"/> Fort Garry	<input type="checkbox"/> Selkirk	<input type="checkbox"/> South Eastman	<input type="checkbox"/> St.Boniface/St. Vital
<input type="checkbox"/> RTAM	<input type="checkbox"/> Transcona	<input type="checkbox"/> Rotaract	<input type="checkbox"/> West Winnipeg
<input type="checkbox"/> Partner of Rotarian	<input type="checkbox"/> Friend of Rotarian	<input type="checkbox"/> MSCA	

**SCHEDULE OF AVAILABILITY**

Please mark an 'X' next to the dates and time when you would like to volunteer							
Mar 14 5:30- 8:30pm	Mar 15	Mar 16	DUTIES	Location	Time		
			Greeters at escalators (top & bottom)	York	8:30-11am	11a-1pm	1-3pm
			Wristband Verification at escalators to show floor	2 <sup>nd</sup>	8:00-11am	11a-1pm	1-3pm
			Exhibitor/Guest Ambassadors	3 <sup>rd</sup>	8:30-11am	11a-1pm	1-3pm
			Exhibitors' Lounge	3 <sup>rd</sup>	7:30am-12pm		12:30-3:30pm
			Information Booth Ambassadors	3 <sup>rd</sup>	8:30-11am	11am-1pm	1-3pm
			Registration Booth Ambassadors	2 <sup>nd</sup>	8:30-11:30am		11:30am-2:30pm
			Guest Ambassadors (Speaker Hall)	2 <sup>nd</sup>	9:30am-12pm		12-2pm

## CONSENT OF INFORMATION

\_\_\_\_\_ By initialing the space next to this clause, I provide my express consent to being contacted, including by email and by other electronic communication, by Winnipeg Career Symposium Inc. and third parties, for purposes related to the planning, performance and marketing of the Rotary Career Symposium. I acknowledge and agree that any email or other electronic communication sent to me for a purpose that I have consented to above, will not contravene any provisions of Canada's Anti-Spam Legislation ("CASL"). I agree to indemnify and hold harmless Winnipeg Career Symposium Inc. and third parties engaged by Winnipeg Career Symposium Inc. for purposes related to the planning, performance and marketing of the Rotary Career Symposium (collectively, the "Released Parties"), and the directors, officers, employees, agents and members, of the Released Parties, and all of their respective successors, heirs, executors, administrators, personal representatives and assigns, from and against any and all loss, liability, damage, claim, regulatory or administrative penalty, cost and expense (including legal fees) which arises directly or indirectly from an alleged or actual breach of CASL caused by the sending, to me, of an email or electronic communication, for a purpose that I have consented to above.

We will only send you email and other electronic messages with your express consent, or as permitted by CASL, or other laws. You may withdraw your consent at any time by contacting our offices or by emailing [caersymposium@shaw.ca](mailto:caersymposium@shaw.ca) or telephone 204-615-6557.

## JOB DESCRIPTIONS

### WRISTBAND VERIFICATION\* (2<sup>nd</sup> Floor)

- ✓ Ensure that all students, parents, participants have a wristband before entering the Symposium
- ✓ Exhibitors have badges and enter the symposium at 8 am using the one escalator closest registration desk
- ✓ Ensure General public enters no earlier than 9 am until 3 pm using both escalators on Wednesday and Thursday
- ✓ General public enter at 6 pm until 8 pm on Tuesday evening

### EXHIBITORS/GUEST AMBASSADORS SHOW FLOOR (3<sup>rd</sup> Floor)

- ✓ Greet and welcome all Exhibitors and participants to the Rotary Career Symposium
- ✓ Walking around and talking to the Exhibitors and participants
- ✓ Providing relief for Exhibitors who have limited staff resources (delete)
- ✓ Talking to students and providing directions, advising of various activities
- ✓ Ensuring that the Exhibitors are familiar with the Floor Plan (i.e.: where washroom are, where the Exhibitors' Lounge is located)

### EXHIBITORS' LOUNGE AMBASSADORS (3<sup>rd</sup> Floor)

- ✓ Greet and welcome all Exhibitors to the Exhibitors' Lounge
- ✓ Ensure that there are enough provisions for the Exhibitors
- ✓ Obtain feedback from Exhibitors on their experience at the Symposium

### **INFORMATION BOOTH AMBASSADORS\* (2<sup>nd</sup> Floor)**

- ✓ Help participants with directions to where activities are being held
  - Speakers
  - Exhibitors
  - Exhibitors' Lounge
  - Washrooms
  - Registration desk
- ✓ May be required to act as a 'Lost and Found'
- ✓ Encourage participants to join our Social Media campaign
  - Twitter @careersymposium
  - Facebook page – Rotary Career Symposium
  - Instagram
  - Website ([www.careersymposium.ca](http://www.careersymposium.ca))

### **GREETERS (Main Entrance York Avenue)**

- ✓ Greet students and teachers/counsellors at the Main escalator on York Avenue
- ✓ Direct students to where the registration desks, exhibitors, speakers sessions, career chats and the lunchroom
- ✓ Give participants copies of informational handout

### **REGISTRATION BOOTH AMBASSADORS\* (2<sup>ND</sup> FLOOR)**

- ✓ Greet all participants and welcome them to the Rotary Career Symposium
- ✓ Verify their attendance on the Master Registration Ledger
- ✓ Collect funds for walk-ups.
- ✓ Collect funds from schools and participants who registered online but did not pay in advance
- ✓ Hand out wrist bands and teacher passes recording how many used
- ✓ Record telephone number of one representative from school in case of emergency
- ✓ Accept complimentary passes and register how many have been used.
- ✓ Encourage participants to join our Social Media campaign
  - Twitter @careersymposium
  - Facebook page – Rotary Career Symposium
  - Instagram
  - Website ([www.careersymposium.ca](http://www.careersymposium.ca))
- ✓ Count the number of participants/students per Speaker Session

### **GUEST AMBASSADORS (Speaker Hall 2ND FLOOR)**

- ✓ Required for each speaker room
- ✓ Help participants find speakers rooms and general information about speakers
- ✓ Close doors after speaker session starts and open doors once session is over
- ✓ Help keep the flow moving

Note to all Volunteers: Information booth and Registration Desk are the only positions that do not require standing for long periods of time.