



VOLUNTEER GUIDELINES

Thank you for volunteering with The Black Fashion & Beauty Gala or BFBG. You have selected to be a part of an exceptional team dedicated to acknowledging and celebrating the achievements of Black Canadians in Fashion & Beauty. Please take the time to read through the volunteer expectations carefully, as it will outline the guidelines, expectations, as well as provide some insight on what to expect from the staff at BFBG.

EXPECTATIONS

Make the event attendees your number 1 priority!

A great volunteer is committed to what they are doing. Volunteers are expected to dress and act appropriately and professionally in behaviour and appearance. A great volunteer understands their role and how it contributes to the success of the event.

Time Management is key.

As a volunteer, you need to be on-time, know where you need to be, and complete the assignments that you are given. For any unsure tasks, please communicate with a staff member for clarification. Events can be fast-paced and volunteer needs may change during the event. This will help you develop good work etiquette and life skills.

Have a positive attitude!

Show up with a positive, friendly attitude and give it your best. Having a positive attitude will encourage others and make for better interactions with the public, other volunteers, and event staff.

Distraction.

The use of phones and personal devices during the event is prohibited, however, mobile phones may be used in case of an emergency. Unless your task requires you to use a phone, one will be provided by a BFBG staff. A walkie-talkie will be provided during the event for communication and must be returned at end of event.

Food and Lunch Breaks.

Volunteers are not allowed to chew gum or eat while doing task. A shift break schedule will be given to all volunteers by department heads.

Students - Make sure your volunteer hours are signed and returned.

It is your responsibility to bring your school service form to the event and turn in at the beginning of the event when you arrive, and that you collect before leaving the event.



POLICIES & PROCEDURES

Participation Requirements

- 1) 17 years and up
- 2) Students currently enrolled in a university, or college program
- 3) A future student to be enrolled in a university or college program
- 4) Anyone looking general experience in the design and production industry

Volunteers from a company and/or organization that participates in one-time community service projects are also eligible for volunteering. An agreement between the organization and BF&BG including insurance information may be required.

To comply with laws, the safety of all participants, and meet the Province's Health & Wellness Standards, volunteers may be required to undergo a Criminal and Judicial Matters Check. Although alcohol is allowed on the premises, volunteers are not permitted to consume it during the event. Drugs are strictly prohibited during the event.

Dismissal

The safety and protection of volunteers, staff, and citizens are our utmost priority. The Black Fashion & Beauty Gala reserves the right to dismiss any volunteer who does not comply with the policies and procedures or who fails to satisfactorily perform his or her volunteer assignments.

Personal Property

BF&BG assumes no risk for any loss or damage to personal property.

SAFETY

- Perform only the tasks assigned by staff
- Observe all safety requirements and use care in the performance of those tasks.
- Do not undertake tasks that are beyond your ability or physical capability.
- Do not use equipment or tools that are unfamiliar or do not know how to operate safely
- Do not leave the designated area without checking in with the on-site staff supervisor

For any questions, please request assistance and report locations of unsafe objects/areas to the on-site staff supervisor.



Injury/Incident Reporting

Report any injury, accident, or incident that occurs while volunteering to the on-site staff supervisor immediately.

DRESS CODE

As a volunteer for BFBG, it is important that you portray the company in a positive, professional, and friendly manner. This includes not wearing clothing with offensive or inappropriate language, images, or words that promote illegal activity. Volunteers must adhere to uniform requirements which include capped sleeves or long sleeves, jeans or dress pants, and closed-toed shoes. During the final event, volunteers are required to wear all black formal attire, which includes a blazer, dress shirt, dress pants, and a BFBG volunteer name badge that will be provided and must be worn at all times.

Once again, we would like to thank you for considering volunteering with BFBG. We hope this experience provides you with the confidence to pursue your dreams. Please fill out the editable PDF and send it to event.bfbg@outlook.com. We will respond within 72hrs.

Hope to see you soon!



THE BLACK FASHION & BEAUTY GALA

VOLUNTEER APPLICATION

APPLICATION DATE (DD/MM/YYYY):		
LAST NAME:		FIRST NAME:
TITLE:	GENDER: M <input type="checkbox"/> F	DATE OF BIRTH (DD/MM/YY):
ADDRESS:		UNIT/SUITE NUMBER (OPTIONAL):
CITY:	PROVINCE:	POSTAL CODE:
HOME PHONE:		CELL PHONE:
E-MAIL ADDRESS:		
PREFERRED CONTACT METHOD:		
HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE? YES <input type="checkbox"/> NO <input type="checkbox"/>		
SELECT YOUR AREA(S) OF INTEREST <i>*NOTE, POSITIONS ARE SUBJECT TO CHANGE DEPENDING ON AVAILABILITY AND TASKS *</i>		
PERSONAL ASSISTANT <input type="checkbox"/> PR VIP LOUNGE <input type="checkbox"/> PRODUCTION <input type="checkbox"/>		
OTHER AREAS (PLEASE SPECIFY):		
PREVIOUS EXPERIENCE		
HAVE YOU PREVIOUSLY VOLUNTEERED WITH ANY OTHER ORGANIZATION(S)? YES <input type="checkbox"/> NO <input type="checkbox"/>		
IF SO (PLEASE SPECIFY):		
WHAT TRAINING, QUALIFICATIONS AND SKILLS DO YOU POSSESS? (EX. LANGUAGE ETC.):		

THANK YOU FOR YOUR INTEREST IN VOLUNTEERING WITH BFBG. ONLY THOSE APPLICANTS, WHOSE QUALIFICATIONS MEET THE ORGANIZATIONS CURRENT NEEDS WILL BE CONTACTED.

BY CHECKING THIS BOX I CERTIFY THAT THE INFORMATION IN THIS FORM IS CORRECT AND COMPLETE. I GIVE MY PERMISSION TO THE BLACK FASHION & BEAUTY GALA, IF REQUIRED, A CRIMINAL AND JUDICIAL MATTERS CHECK. I UNDERSTAND THAT I WILL BE ADVISED IN ADVANCE IF A CRIMINAL RECORD CHECK MAY BE REQUIRED.