

THIRD ACTION Film Festival Limited Volunteer Agreement

Volunteers are an essential part of our Festival. Without your time, energy and enthusiasm this festival would not exist! This document outlines what Volunteers can expect from THIRD ACTION, and what THIRD ACTION expects from its Volunteers. Feel free to contact us at if you have any questions.

THIRD ACTION **commits to the following** for our volunteers:

- To assign volunteer roles and duties appropriately based on skill, qualifications and experience without bias.
- To successfully prepare all volunteers for their roles by providing training and documentation outlining policies, procedures and responsibilities.
- To provide volunteer assignments and schedules in a reasonable amount of time so volunteers may prepare and make necessary travel and other arrangements.
- To provide a means for all volunteers to submit feedback, including the option of anonymous submissions.
- To assess and review all volunteer roles, duties and minimum requirements for effectiveness on an ongoing basis.
- To recognize the contributions of all volunteers.
- To take the lead in creating an atmosphere of safety, respect and support.
- To, at all times, protect the best interests of the Festival, its staff and volunteers.

As a volunteer with THIRD ACTION, you have **the right**:

- To be properly informed of any Festival policies, procedures and programs related to your specific volunteer role(s).
- To have a clear understanding of what is required of you in your assigned volunteer role(s).
- To feel comfortable with the duties, tasks and responsibilities of any role you are assigned.
- To feel safe, respected and supported at all times.
- To have the opportunity to provide feedback, both positive and negative, both in your name and anonymously.
- To be recognized for your contributions and efforts.
- To appeal decisions regarding your assigned role(s) and volunteer status directly with your Volunteer Coordinator.

As a Volunteer with THIRD ACTION, you are **responsible** for the following:

- To be properly informed of, and abide by, all Festival policies and procedures related to volunteering.
- To treat all volunteers, festival staff, venue staff and public with respect.
- To fully understand all duties and responsibilities required of your specific volunteer role(s).

- To participate in all orientations and training deemed necessary by the Festival OR, when not available to participate in group training and/or orientation, to make arrangements with the Volunteers Coordinator to make this up at an appropriate time.
- To arrive for each and every volunteer shift on time, with a respectful attitude and fully prepared to execute required duties.
- To perform all duties to the best of your ability and maintain a team-oriented attitude.
- To assist in maintaining an atmosphere of safety, respect and support.
- To maintain an unaltered state of mind, which includes abstaining from all alcohol and recreational drug use while on shift and/or representing THIRD ACTION in any capacity.

THIRD ACTION maintains the following rights:

- To screen both incoming and returning volunteers.
- To set minimum standards and skills required for volunteer roles.
- To expect that all volunteers maintain a high standard of conduct and behavior while interacting with other volunteers, festival staff, venue staff and general public.
- To expect that all volunteers will fulfill their duties and responsibilities as required by their roles, to the best of their abilities and in accordance with Festival policies and procedures.
- To take appropriate action in case of breach of such rights and agreements.

As a volunteer with THIRD ACTION you will enjoy the following benefits:

- 1 General Admission Coupon for every 5 hours worked OR a festival pass for select volunteer positions.
- Festival swag including volunteer t-shirt and a program.
- Food and refreshments while on-shift at the Festival.
- Invite to our exclusive volunteer wrap party (June 22, 2019).
- The inside scoop on incredible films from around the world!
- Bragging rights for being certifiably awesome!

Signature: _____

Printed Name: _____

Date: _____

COMPLETING THIS FORM

If you are using Adobe Acrobat Reader, the easiest way to complete this form is to fill in the non-signature areas and then print and sign the document manually. You can then either scan it or take a picture of the signature page and email it to admin@thirdactionfilmfest.ca.

If you are using Adobe Acrobat Pro, you can attach your digital signature. If you have not made one, double click in the Signature box and follow the pop up boxes to "Create a new Digital ID".