

**Manitoba
Canada-Wide Science
Fair 2009
Volunteer Manual**



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Welcome

We are thrilled that you have chosen to volunteer with the Canada-Wide Science Fair. Volunteers are a vital part of hosting a successful event. We hope that you find the duties of your particular job description to be fulfilling and that your volunteer experience with us is rewarding and positive. The following information package includes details about our organization and the roles and responsibilities of our volunteers. If you have any questions please feel free to contact the Volunteer Program Coordinator – Alastair Komus at 295-7283. Once again welcome and thank you!

Sincerely,

John Jack Co-Chair
Richard Cuthbert Co-Chair

Introduction to the Fair

The Canada-Wide Science Fair (CWSF) is the premier event of the Youth Science Canada (YSC) National Science Fair Program and is jointly presented by YSC, the national governing body for science fairs, and a local Host Committee comprised of professors, research scientists, members of the business community, science educators, and graduate students.

Each year, some 450 top young scientists in grades 7-12 are chosen from approximately 25,000 competitors at over one hundred regional science and technology fairs across the country. These elite participants compete in nine divisions and three age categories for medals and other prizes worth over \$500,000. Judges include top scientists and industry experts.

Youth Science Canada (YSC) is the country's oldest and largest non-profit, charitable organization supporting the development of young scientists through project-based and experiential science programs delivered by over 100 affiliated regional organizations in every province and territory.

How is the Fair run? The CWSF week includes project setup, judging, scientific and cultural activities, social events, banquets, and tours, including visits to local museums, university and industry research labs, and wildlife conservation areas. The week culminates in a spectacular awards ceremony.

Over 1,000 participants attend the fair, including Canadian students, international students, parents, teachers and industry and government representatives. Directly participating in CWSF 2009 will be:

- 450 grade 7-12 students and 200 adults from across Canada, including parents, teachers and industry and government representatives
- 20 students and 10 adult participants from Manitoba
- 10 students from Australia and Taiwan
- 450 judges, mostly from Manitoba.
- Over 100 general volunteers, mostly from the Winnipeg area
- 1000 visiting members of the public, mostly from the Winnipeg area
- 2000 visiting students, also mostly from Winnipeg

The CWSF 2009 Host Committee has 25 members leading over 100 volunteers, expected to put in a total of 20,500 hours by May 2009. **4**

Organizational Structure

The Canada-Wide Science Fair is run by a volunteer Host Committee. Each committee member is in charge of one area of the fair such as social activities, accommodations, judging, tours, volunteers etc. Most often volunteers will be working under the direction and supervision of Alastair Komus, the Volunteer Coordinator, Matthew Komus, the Assistant Volunteer Coordinator and Lynda Kong, Volunteer Supervisor. These are the individuals you will report to at the start of your shift and who will help to answer any questions you may have.

In addition to working with the Volunteer Coordinators, volunteers will often be working under the direction of Committee members. Committee members can be recognized by the black vests that they will be wearing.

Snacks and Meal Breaks

During every shift, working volunteers will be provided with a small snack and drink. For longer shifts that include a meal time, every effort will be made to provide a meal to the volunteer. If a volunteer has concerns about meals please contact the volunteer coordinator prior to the shift.

Wrap-up Party

In order to show our appreciation for all of the hard work of the volunteers, we will be hosting an evening of bowling, food, and prizes. Each volunteer will receive one free beverage of his or her choice. Additional beverages will be available at a cash bar and pop will be provided free of charge along with snacks throughout the evening.

The party will be held at Academy Uptown Bowling Lanes located at 394 Academy Road, on Monday May 18th starting at 7PM. Please RSVP by Friday, May 15th to the Volunteer Coordinator if you plan on attending.

Parking

We strongly encourage all volunteers to take advantage of Winnipeg transit and carpooling. Free parking is available at the UofM after 4:30PM and on weekends except for those spots marked 24 hour reserved. There will be a limited number of daytime parking passes available from Monday to Friday. Please ask at the check-in location for a pass. Parking at the airport will be the volunteers responsibility.

Volunteer Code of Conduct

Volunteers are expected to conduct themselves in a professional manner while performing their assigned duties and follow the Volunteer Code of Conduct:

- 1) Discrimination – The 2009 Canada-Wide Science Fair strives to provide an environment free of discrimination and harassment. Discriminatory practices based on race, sex, colour, national or ethnic origin, religion, marital status, family status, age or disability will not be tolerated. Volunteers are entitled to freedom from all forms of personal harassment in their work environment.
- 2) Smoking – is only permitted in designated areas in accordance with municipal by-laws. If you smoke, please do so on your breaks.
- 3) Alcohol – Consumption of alcohol or being under the influence of any intoxicating substance is not permitted while on duty. The right to volunteer will be revoked in the event a volunteer is found intoxicated or under the influence of any illegal substance.
- 4) Media – As a volunteer you may be approached by members of the media. If this occurs please refer them to Alex Kuzyk, Communications Coordinator for the fair or to another committee member if Alex is unavailable.
- 5) Uniform and ID Tag – All volunteers will be provided with a purple volunteer shirt and ID Tag. Please wear both at all times when volunteering.
- 6) Schedule – Shifts are not double booked. If for some reason you cannot attend your shift please let the Volunteer Coordinator know as soon as possible.

Volunteer Coordinator: 295-7283

Volunteer Job Descriptions

Award Ceremony Helper

Duty #1: Help to set-up the Award Ceremony

Duty #2: Greet entertainers and take them to their dressing rooms

Duty #3: Direct students and delegates to their seats and hand out programs

Backpack Handler

Duty #1: Hand out backpacks to all participants

Cargo Handler Airport

Duty #1: Assist bus driver in loading / unloading luggage at airport

Cargo Handler University

Duty #1: Assist bus driver in unloading / loading luggage at residences

Cargo Van Driver

Duty #1: Drive a cargo van to transport projects from the University of Manitoba to the airport or Drive a cargo van to transport projects from the airport to the University of Manitoba

Clean-up

Duty #1: Keep the judging area tidy

Closing Night Mixer Assistant

Duty #1: Prepare supplies and set-up the closing night mixer

Duty #2: Assist with the activities and act as security as directed by the Social Committee

Duty #3: Assist in the cleanup

Co-Chief Judge Assistant

Duty #1: Shadow each Co-Chief Judge and provide any assistance as required

Duty #2: Run messages to other judging committee members and judges

Duty #3: Any printing or copying that the Co-Chief Judge may request

Dance Security and Assistant

Duty #1: Act as security. Ensure only registered participants enter the dance location.

Duty #2: Assist in movies and games room.

Exhibit Hall Security

Duty #1: Ensure that only judges and finalists are allowed in the exhibit hall during the judging process

Firefighter

Duty #1: Solve any problems experienced by any Finalist. This could include first aid, counselling, emergency attention, link to delegate, supplies, discipline. etc.

First Nations Social Event Assistant

Duty #1: Prepare supplies and assist in the set-up of the First Nations Night social event
Duty #2: Assist with the activities and act as security as directed by the Social Committee
Duty #3: Assist in the cleanup

Hoe Down Assistant

Duty #1: Prepare supplies and assist in the set-up of the Hoe Down social event
Duty #2: Assist with the activities and act as security as directed by the Social Committee
Duty #3: Assist in the cleanup

Information Booth

Duty #1: Answer question from students, delegates, and other volunteers
Duty #2: Contact appropriate host committee member if answer is not readily available
Duty #3: Help the host committee as required

Judging Checkpoint Security

Duty #1: Ensure that only judges are allowed to pass the checkpoint

Judging Registration Assistant

Duty #1: Hand out registration packages to each judge
Duty #2: Ensure that only registered judges pass the checkpoint

Judging Team Runner

Duty #1: Check with each team to see that their judging team is complete. If not, then communication with the Divisional Chief will be required to slot in replacement judges. This task is time sensitive, since all teams need to be ready to go and in place for 9:00am.

Opening Ceremonies Helper

Duty #1: Help to set-up the opening ceremonies
Duty #2: Greet entertainers and take them to their dressing rooms
Duty #3: Direct students and delegates to their seats and hand out programs

Opening Night Mixer Assistant

Duty #1: Prepare supplies and set-up the opening night mixer
Duty #2: Assist with the activities and act as security as directed by the Social Committee
Duty #3: Assist in the cleanup

Project Handler

Duty #1: Transport unloaded projects from cargo van drop off to Max Bell floor location **8**

Paperwork Runner

Duty #1: Collect and sort all paperwork from the judging teams and deliver them to the Judge Registration Desk

Project Take-down Assistant

Duty #1: Help students dismantle their projects

Duty #2: Move projects to the correct location for shipping to the airport

Registration Assistants

Duty #1: Hand out registration packages to delegates for each region

Registration Guide

Duty #1: Guide groups of participants to registration site from residences

Duty #2: Assist in unloading luggage when buses arrive at residences

Duty #3: Guide groups to residences and point out key buildings

Safety Checker

Duty #1: Attend safety check training by the National Science Fair Committee

Duty #2: Inspect projects to ensure that all safety requirements are fulfilled

Shirt Handler

Duty #1: Hand out t-shirts to all participants

School Tour Guide

Duty #1: Assist school tour groups through the project exhibits

Duty #2: Guide school tour groups from drop-off location to exhibit site

Duty #3: Guide school tour groups from exhibit site to pick-up location

Tour Guide

Duty #1: Take attendance of all students and delegates throughout the day

Duty #2: Understand the directions to get to the tour location

Duty #3: Act as a liaison with the tour operators

Duty #4: Answer any questions from the students and delegates about Winnipeg, Manitoba, and the University of Manitoba

VIP Driver

Duty #1: Transport of VIPs from airport to the University of Manitoba

Duty #2: Confirm each pickup with the Volunteer Coordinator

Welcoming Crew

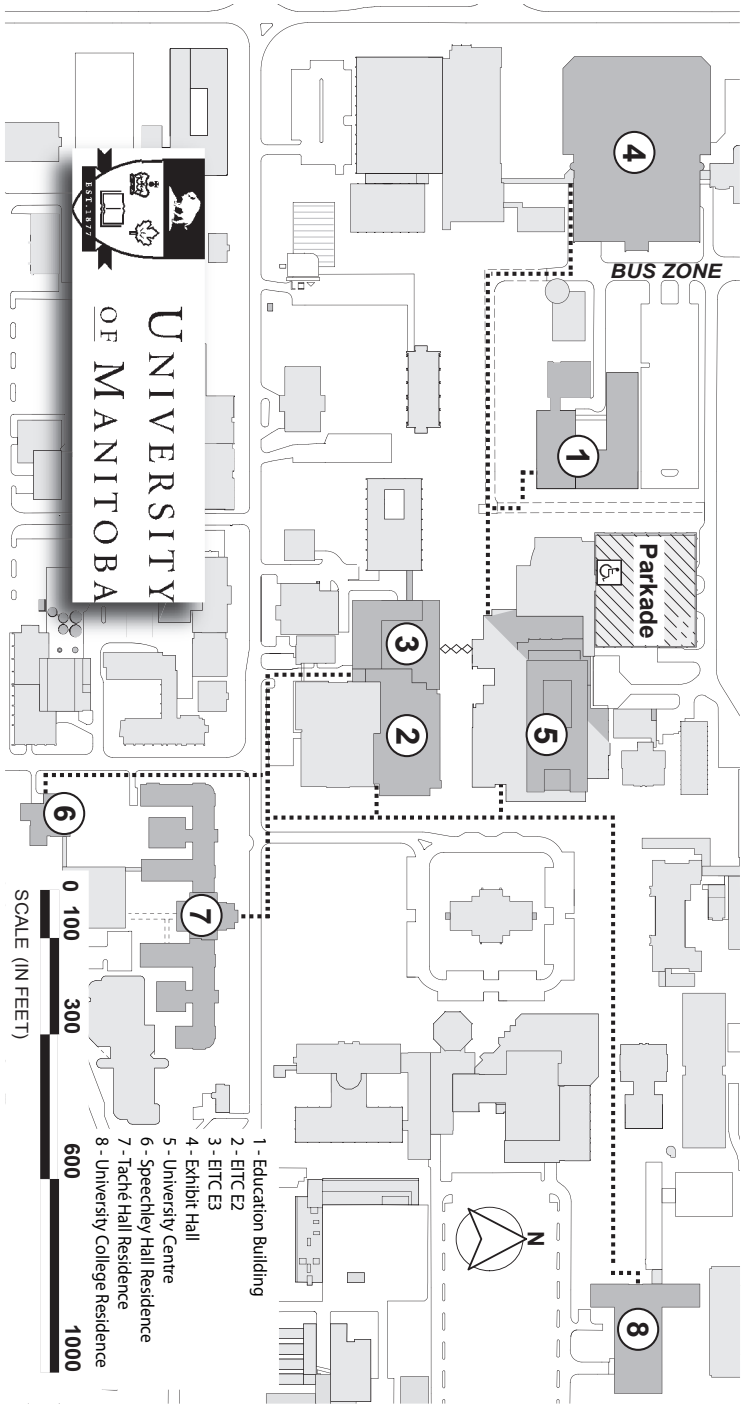
Duty #1: Welcome students and delegates as they arrive

Duty #2: Ensure arrivals get to their buses and that baggage and projects are loaded **9**

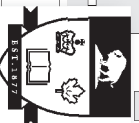
Acknowledgement

The host committee of Canada-Wide Science Fair 2009 would like to thank-you for volunteering your time at this important event. Without your support this event would not be possible.





UNIVERSITY
OF MANITOBA



SCALE (IN FEET)

0 100 300 600 1000

1 - Education Building

2 - EITC E2

3 - EITC E3

4 - Exhibit Hall

5 - University Centre

6 - Speechley Hall Residence

7 - Tréché Hall Residence

8 - University College Residence

