

Starlight Gala – Event Volunteer Application Form

Saturday, March 28th 3:00pm- The Westin Harbour Castle Toronto Hotel

Volunteer Contact Information:

First Name: _____ Last Name: _____
 Address: _____ City: _____ Postal Code: _____
 Work #: _____ Home #: _____ Cell #: _____

Given the structure of the event, you may be placed in more than one role throughout the evening (i.e., Greeter, then Silent Auction Support, then Wish Auction, Tear Down etc.).

Job Preference(s): Please use the drop down lists below to number (in order of preference) which roles you would like to be placed in. If you have no preference, choose ‘1’ for all answers that apply to you.

*** If you are unable to fulfil a specific task for any reason (i.e., not comfortable handling/counting money, prefer not to sell, etc.), **please put N/A beside all that apply. Please note all roles require standing for long periods of time.***

Rating Scale: **1** = most preferred, **6** = least preferred, **N/A** = Not applicable; cannot volunteer in this role

| Gala Volunteer Roles- Saturday, March 28th 3:00pm Onwards | Preference |
|---|-------------------|
| | 1-6 |
| Roles that are required to be filled immediately and will end earlier in the night | |
| Greeter** | |
| Registration** | |
| Roles that are required to be filled but can accommodate a late arrival (where possible) | |
| Coat Check (Volunteer Room) ** This volunteer will be in the volunteer room for the entire evening. | |
| Silent Auction* | |
| Wish Auction*\$\$ | |
| Selling*\$\$ (i.e. Swag, raffle ticket sales, bear sales, Surprise bags) | |

Legend

* = Roles that require standing and/or walking for a majority of the evening
 \$\$ = Roles that require the handling of money and/or selling items

Guidelines for Volunteers

In representing Starlight, you should always be courteous and professional in your interactions with the guests, venue staff, and anyone you may contact for assistance.

I, _____ agree to abide by the following guidelines as a volunteer of Starlight and understand that while attending the 2020 Starlight Gala on Saturday, March 28th, 2020, I will act in accordance to these guidelines:

1. I will attend volunteer training at the Westin Harbour Castle in the evening (time and time to be determined)
2. All guests should be treated with courtesy. If I am having a problem with a guest, I will find a member of the Starlight Staff in order to resolve the situation in a non-confrontational manner.
3. I understand that I must be flexible with my assigned role for the evening and the role I selected above are not guaranteed.
4. I understand that I am **NOT** permitted to bid on silent auction items, or purchase raffle tickets.
5. I will refrain from using the term “terminally ill” when speaking about children who belong to Starlight. Not all children with Starlight are terminal.
6. I understand that the use of profanity during the evening is unacceptable.
7. **I understand that volunteers are prohibited from consuming alcohol during the evening. Any volunteer caught consuming alcohol will not be invited to future Starlight events.**
8. **I understand that all of the décor is rented and I will not remove any items from the event, this includes, vases, flowers, furniture, etc. Any volunteer who does so will not be invited back to future events and will be subject to legal action to repay the loss of such items.**
9. I will assume the role(s) given to me for the entire evening. If a problem occurs or I need to be relieved and I can no longer fulfill my duties, I will notify Starlight immediately.
10. I understand that if I hold a duty responsible for cash intake, I will be in pairs and **must** keep record of all monies that come in/out. Cash is **NOT** to be removed from the venue or taken away from the designated Gala area.
11. I understand that I can leave personal belongings and my coat in a designated volunteer room; however, I am solely responsible for my own personal items at the Gala and will not bring valuables unless necessary.
12. I will not leave the premises without signing out with the volunteer coordinator.
13. If I have paid for parking, I will bring my receipt or provide a photo of my receipt to the volunteer coordinator at the **end** of the evening where I will then be reimbursed for the cost up to **\$10** and will sign that this transaction has been made.

By checking this box, I am confirming that I have read and understand the guidelines for volunteers, and agree to abide by that stated above.

First and Last Name (*please print/type*)