

VOLUNTEER PROGRAM

APPLICATION FORM Regular Session 2023-24



Applicant First Name: _____

Applicant Last Name: _____

VOLUNTEER APPLICANT INFORMATION

Welcome to the Royal Winnipeg Ballet Volunteer Program! Volunteers are an integral part of the RWB community, and they play a critical role in helping the RWB meet our very high standards of child protection. There are many opportunities to volunteer within the RWB including but not limited to: RWB Company Performances, Ballet in the Park, Recreational Division recitals and competitions, Professional Division performances, the RWB Ballet Ball, and other events. Volunteers who are parents or guardians of Recreational Division students are required make a minimum four-hour commitment to supporting Dance Spectrum performances specifically during the period of May 30-June 2, 2024.

Please fill out the following information and submit your interest to join our amazing team of volunteers:

Apt#	Street Number & Name	City	Province	Postal Code
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Cell Phone	Home Phone	Email Address
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What is your relationship to the RWB?

Are you 18 years of age or older? _____ YES _____ NO

Are you the parent/legal guardian of a child(ren) registered in the RWB School Professional Division? _____ YES _____ NO

Are you an **adult student** registered in the RWB School **Recreational Division**? _____ YES _____ NO

If YES, you may be asked to volunteer for our Dance Spectrum end-of-year recitals. Are you available May 30-June 2, 2024?

_____ YES _____ NO

Are you the **parent/legal guardian** of a child(ren) registered in the RWB School **Recreational Division**? _____ YES _____ NO

If NO, please jump to the **Agreement Form** below.

If YES, you will be required to volunteer a minimum of four (4) hours for our Dance Spectrum end-of-year recitals.

Are you available May 30-June 2, 2024? _____ YES _____ NO

If YES, please list student(s)' name(s) and their registered class(es)? Schedule with class codes can be found [here](#).

Student 1 (Name): _____ Class Code(s): _____

Student 2 (Name): _____ Class Code(s): _____

Student 3 (Name): _____ Class Code(s): _____

Student 4 (Name): _____ Class Code(s): _____

I have _____ (number of children) registered in the RWB School Recreational Division Intensive Training Program and/or

Dance Ensembles. _____ YES _____ NO

VOLUNTEER PROGRAM APPLICATION *Continued*

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Applicant Last Name: _____

As a token of our appreciation for parents or guardians of Recreational Division students who make a minimum four-hour commitment to supporting Dance Spectrum performances specifically during the period of May 30-June 2, 2024, we will provide a \$25 honorarium.

If this applies, please check one of the options below to direct the honorarium:

_____ Reinvest the honourarium in Safe Community initiatives at the RWB School.

_____ Donate the honourarium to the RWB School Recreational Division Opportunity Fund.

_____ Discount the account of _____ (student name) for the 2024-25 School year. All discounts on account must be redeemed on or before June 25, 2025.

If no selection is made, the honourarium will be reinvested in Safe Community initiatives at the RWB School.

2023-24 VOLUNTEER AGREEMENT

The RWB appreciates the time and commitment of our Volunteers and will do everything possible to make the Volunteer's experience with the RWB a positive and rewarding one by outlining the following commitments.

This Volunteer Agreement is a description of the arrangement between the Royal Winnipeg Ballet (RWB) and

_____ (the Volunteer) of _____
full name in capitals home address

in relation to the Volunteer's voluntary work with the RWB.

PART I: RWB

The RWB commits to the following:

- Provide necessary training and instructions to assist the Volunteer in meeting the responsibilities of their volunteer role.
- Provide adequate support and supervision to the Volunteer while they are conducting their volunteer role.
- Provide a safe and secure volunteer environment.

PART II: The Volunteer

The Volunteer commits to the following:

- Chaperone children performing in performances, as applicable.
- Always follow the instructions of RWB staff during their volunteering.
- Perform their volunteering role to the best of their ability acting with integrity, respect for others, and honesty. Likewise, the Volunteer will not appear for their shift impaired in any way by the influence of alcohol, drugs, or any other agent.
- Read, understand, and agree to follow RWB policies and act reasonably and responsibly in the best interest of the RWB and in relation to its staff, volunteers, guests, and patrons (See "Policy Acknowledgements" below for more information).
- Undergo background checks as per the RWB Background Check Policy at the expense of the RWB (see "Vulnerable Sector Screening" below for more information).
- Meet the time commitments and standards undertaken. If unable to do so due to exceptional circumstances, the Volunteer will provide reasonable notice so that alternate arrangements can be made by the RWB; any honorarium or rebate will be revoked in this situation.
- If the Volunteer is found to be in violation of any of the aforementioned guidelines, the RWB reserves the right to terminate the Volunteer Agreement.

PART III: Confidentiality

Volunteers are responsible for maintaining the confidentiality of all privileged information to which they are exposed while serving as a volunteer. As such, the Volunteer should not forward confidential messages. Confidential information includes, but is not limited to: names, addresses, phone numbers, circumstances (past, present or future) and all other information considered "personal or private" and thus confidential.

VOLUNTEER PROGRAM APPLICATION *Continued*

Applicant First Name: _____

Applicant Last Name: _____

PART IV: Vulnerable Sector Screening

___ The Volunteer served in a volunteer capacity during the 2022-23 School year and therefore already has valid background checks on file with the RWB. Please skip to PART V: Policy Acknowledgements.

___ The Volunteer did not serve in a volunteer capacity during the 2022-23 School year. The Volunteer acknowledges that they will hold a volunteer position in which they will have contact with children. The Volunteer agrees to collaborate with the RWB Volunteer Coordinator (schoolvolunteers@rwb.org) to apply for background checks at the RWB's expense.

Child Abuse Registry Check:

- Fill out only Section B and date and sign at the bottom of the section.
- Date and sign on the second page.
- The Volunteer will bring a completed application form and TWO of the following pieces of identification to the RWB School Office: SIN, Band and Status No., Passport or Birth Certificate No., MHSC No., or Driver's License.
- RWB staff will verify the identification, sign the application, and send to the Child Abuse Registry Office.
- It can take up to four weeks to receive the results from the registry office.

Criminal Background Check:

- The RWB will use a third-party provider, Sterling, to apply for this check online.
- The RWB will initiate the application with Sterling.
- The Volunteer will then receive an email from Sterling to set up a username and password. After they have created their account, they can start the application process.

Volunteer, please provide a minimum of two references, one may be family:

Name: _____ Position/Organization: _____

Phone Number: _____ Relationship: _____

Name: _____ Position/Organization: _____

Phone Number: _____ Relationship: _____

_____ By checking this box, the Volunteer hereby authorizes the Royal Winnipeg Ballet or its authorized agent to verify any information supplied by the volunteer, obtaining information regarding the Volunteer's suitability for this volunteer work (including opinions, records of copies of documents), and using all such information to make volunteer engagement decisions. In doing so, the Royal Winnipeg Ballet or its authorized agent may contact any person or persons identified by the Volunteer in this Volunteer Agreement. Person(s) requested to provide information to the Royal Winnipeg Ballet or its agent are hereby authorized to provide such information, and by the Volunteer's signature below, the Volunteer agrees to waive any right of action against any person(s) or other entity providing information in compliance with this authorization.

PART V: Policy Acknowledgements

_____ By checking this box, the Volunteer acknowledges that they have read and understand the contents of the [Child Protection Policies and Procedures Manual](#) of the Royal Winnipeg Ballet. They understand the immediate requirements to report any suspected, witnessed, or disclosed acts of abuse, and that failure to do so places the child at further risk. They further understand that the RWB reserves the right to change and/or amend any part of this policy as required. They agree to adhere to the guidelines and procedures outlined in this manual, in their entirety, and understand that if they violate the rules set forth in this manual, they may face corrective action up to and including termination of engagement or association. Furthermore, they understand that they may also face legal and criminal action if found to have caused a child to be in need of protection.

_____ By checking this box, the Volunteer acknowledges that they have read and understand the [Code of Conduct – Child Protection](#) of the Royal Winnipeg Ballet. They understand the RWB reserves the right to change and/or amend any part of the Policy as required. They agree to adhere to this Policy, in its entirety, and understand that if they violate the rules set forth in this Policy, they may face corrective action up to and including termination of engagement or association.

VOLUNTEER PROGRAM APPLICATION *Continued*

Applicant First Name: _____

Applicant Last Name: _____

_____ By checking this box, the Volunteer acknowledges that they have read and understand the [Background Check Policy](#) of the Royal Winnipeg Ballet. They understand the RWB reserves the right to change and/or amend any part of this Policy as required. They agree to adhere to this Policy, in its entirety, and understand that if they violate the rules set forth in this Policy, they may face disciplinary action up to and including termination of employment or association. They acknowledge that by reading the Background Check Policy, they have been informed of the: a) Purpose for obtaining the personal information and how it will be used; b) Personal information to be collected; c) Types of persons or organizations that the personal information will be collected from; and d) Personal information, if any, to be disclosed to a third party and the purpose for the disclosure. They consent, as of the date set out below, to the RWB conducting required background checks, including an investigation pursuant to The Personal Investigations Act of Manitoba, C.C.S.M c. P34. Their consent continues to the later of either: 1) The RWB determining not to hire or enter into a contract with them; or 2) As a condition of engagement and throughout the duration of the term of my engagement or association with the RWB.

_____ By checking this box, the Volunteer acknowledges that they have read and understand the contents of the [Respectful Workplace Policy](#) of the Royal Winnipeg Ballet. They understand that the RWB reserves the right to change and/or amend any part of this Policy as required. They agree to adhere to the Policy manual, in its entirety, and understand that if they violate the rules set forth in this Policy manual, they may face disciplinary action up to and including termination of engagement or association. Furthermore, they understand that they may also face legal action if found to have engaged in Misconduct.

_____ By checking this box, the Volunteer acknowledges that they have read and understand the contents of the [Canadian Code of Conduct for the Performing Arts](#) of which the Royal Winnipeg Ballet is a signatory.

PART VI: Release and Waiver

The Volunteer hereby releases and forever discharges and hold harmless the RWB and all of its respective associates, affiliates, or related persons or entities and all predecessors, successors or assigns thereof, and all of their respective directors, staff, board members, employees and agents from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from the volunteer services they provide to the RWB. The Volunteer understands and acknowledges that this Volunteer Agreement discharges the RWB from any liability or claim that they may have against the RWB with respect to bodily injury, personal injury, illness, death or property damage that may result from the volunteer services they provide to the RWB. Furthermore, the RWB reserves the right to alter, change or terminate the Volunteer Agreement at any time without notice.

I have read, understand and agree to be bound by the terms of the Volunteer Agreement.

Volunteer Printed Full Name

Date

Signature of Volunteer

Relationship to Student (Parent, Legal Guardian, etc.)
if applicable

Please submit Volunteer Applications in person to the RWB School Office at 380 Graham Avenue or by email to schoolvolunteers@rwb.org.

All applicants will be required to present two pieces of identification for in-person verification.

Thank you for your interest in the RWB Volunteer Program and for your commitment child protection.