



CADS - Edmonton Zone Volunteer Policy

CADS participant registration fees are highly subsidized through grants and fundraising events that take place throughout the year. CADS Edmonton is a volunteer run organization therefore we need your support for a variety of program related activities. In order to continue offering high-quality, individualized ski and snowboard instruction at minimal rates, we require your volunteer efforts in some key areas. (Sample of Comparative Program Rates are shown below)

Beginning in the 2018/2019 season, all participants will be required* to:

A) Volunteer, or have a family member / spouse / caregiver volunteer on their behalf (as appropriate) for at least 1 (one) event, per participant (see Events Table below)

OR

B) Pay an additional \$100 in fees over and above the standard CADS yearly registration fee.

*this requirement may be waived for reasons of financial hardship, on a case by case basis.

Method:

-At the time of registration, registrants are to provide a separate post dated cheque in the amount of \$100, dated March 30 of the current ski/snowboard season. If the volunteer requirement is met, the cheque will be returned. It is otherwise deposited into the CADS Edmonton account.

-If the volunteer fee is provided electronically, the \$100 will be held in CADS accounts and returned at the end of the season if the volunteer commitment has been fulfilled.

-During registration and the first lesson night, an event listing where volunteers are needed will be provided (online and hard copy) so that registrants can make their selections.

-Event listings will include the event name, description, people requirement and a space to insert volunteer's name once selected.*

-Event time requirements vary and choices are 'first come first served' so we encourage you to select early in order to have more choices.

-Volunteer hours are to be documented and reported to the Program Coordinator.

*event selections should be made based on previous knowledge or experience with the given task or event.

Table of Events:

CADS Edmonton - Annual Events / Volunteer Requirements:

	EVENT	Number of Volunteers Required	Timeframe	Police Check* Required? (Y or N)
1	Grant Writers	3	Variable	N
2	Social Media Contributors	2	Sept – May	N
3	Season Clubhouse Cleanup	2	Jan - Mar	N
4	Edmonton Ski and Snowboard Show Workers	14	Oct	N
5	Newsletter Writers	2	Oct / Dec / Feb	N
6	Registration Day Administration Helpers	3	Nov	N
7	Public Relations Events Reps	6	Fall	N
8	BBQ Chefs and Helpers (4 events)	12	Variable	N
9	Lesson Day Administration	8	Jan - Mar	N
10	CADS Equipment Room Supervisors	2	Jan - Mar	Y
11	Snack Night Organizers	4	Jan or Feb	N
12	Crazy-Hat Night Organizers	4	Jan or Feb	N
13	Ski Trip Organizers	2	Feb – Mar	N
14	Silent Auction Organizers (Year-end Banquet)	12	Feb – Mar	N
15	Year-End Banquet Catering Helpers	4	Mar	N
16	Year-End Banquet Setup / Cleanup Helpers	4	Mar	N
17	Casino Workers	0	Variable	N
18	Handyman	2	Variable	N
19	Ski & Snowboard Instructors	20	Jan - Mar	Y
20	Welcome Greeters	4	Jan	N
21	Competition Program- Travel Chaperones	5	Dec - Mar	N
22	Competition Program- Off-Hill Volunteers	5	Dec - Mar	N
23	Competition Program- Race Event Volunteers	5	Dec - Mar	N

*costs related to police checks will be covered by CADS Edmonton

Comparative Program Rates:

- Special Olympics group lessons (Snow Valley): \$149 includes passes, equipment, and 5 lessons;
- Rabbit Hill private lessons: \$1384 includes passes, equipment, and 16 hours of instruction;
- Snow Valley private lessons: \$1008 includes passes, equipment, and 16 hours of instruction;
- CADS Calgary private lessons: \$494/youth and \$518/adult, includes membership, equipment and 16 hours of instruction;
- Wheelchair sports membership: \$25/year + \$375 for hockey fees = \$400;
- CADS Edmonton private lessons: \$250 includes membership, equipment, 8 lessons and 16 hours of personalized instruction.

CADS EDMONTON EVENT LIST & VOLUNTEER SIGN UP FORM

#1. **Grant Writers** – 3 Volunteers Required (dates are variable throughout the year):

-CADS Edmonton applies for several grants each year. Grant writers will research grants and grant criteria then liaise with The CADS Board of Directors for information for use in preparing our submission.

	Volunteer Name	Phone	Email
1			
2			
3			

#2. **Social Media Contributors** - 2 Volunteers Required (Sept-May):

-Take responsibility for the social media accounts that CADS has chosen – Facebook, Twitter and Instagram. Create frequent postings to relate current news and information relating to the CADS Edmonton program.

	Volunteer Name	Phone	Email
1			
2			

#3. **Clubhouse Cleanup** - 2 Volunteers Required : Jan - March

- Light cleanup of the clubhouse windows, fridge, tables and chairs. (Clean up crew take care of floors and garbage).

	Volunteer Name	Phone	Email
1			
2			

#4. **Edmonton Ski and Snowboard Show Workers** - 14 Volunteers Required (Oct 27 & 28):

-Show producers provide CADS Edmonton with a booth at no cost in exchange for CADS providing show volunteers. CADS Edmonton booth volunteers are required too. Parking and lunch is covered by CADS.

	Volunteer Name	Phone	Email
1			
2			
3			

4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

#5. Newsletter Writers - 2 Volunteers Required (Oct, Dec & Feb editions):

-Gather news and information from CADS Edmonton Board and membership and put into newsletter format three times per season.

	Volunteer Name	Phone	Email
1			
2			

#6. Registration Day Helpers – 3 Volunteers Required (Nov 5, 2018):

-Arrange equipment to show new members, Arrange drinks and snacks for attendees.
 -Assist administration in helping students and volunteers to complete forms and payments.

	Volunteer Name	Phone	Email
1	Christy Hrudrey	587-986-7619	christyhitesman@hotmail.com
2			
3			

#7. Public Relations Event Representatives – 6 Volunteers Required:

-Volunteer Fairs (Morinville Sports Display Nov 16-18) & (St Albert Volunteer Fair Nov 17th)

-Promote our programs, answer questions and encourage registrations.

	Volunteer Name	Phone	Email
1			
2			
3			
4			
5			
6			

#8. BBQ Cooks and Helpers (4 events) – 3 volunteers required per event = 12:

- Events: Slide & Ride Day (TBD), New Volunteer Training (Dec 8-9), Volunteer Training Weekend Sat & Sun (Jan 12-13) and Last Lesson (Mar 9).
- Prepare BBQ lunch for CADS groups ranging from 50 to 150 attendees. Make use of CADS charcoal and gas grills. Arrange and stock buffet tables. Cleanup afterwards.

	Volunteer Name	Phone	Email
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

#9. Lesson Day Administration – 8 Volunteers Required (Jan-Mar):

- Attendance, hand out lift passes
- Arrive 30 minutes early on lesson days to check-in students and volunteers.

	Volunteer Name	Phone	Email
1			
2			
3			
4			
5			
6			
7			
8			

#10. CADS Clubhouse Equipment Room Supervisors* - 2 Volunteers Required (Jan-Mar):

- Arrive 30 minutes prior to start time on lesson days. Oversee and assist with the handing out and receiving back of all CADS equipment. Ensure that the equipment room is kept organized and tidy. Make minor repairs and adjustments as required. Document all damaged equipment and parts required.

	Volunteer Name	Phone	Email
1			
2			

*Police check required for this position

#11. Snack Night Organizers - 4 Volunteers Required (Mon Jan 28 or Sat Feb 2):

-To be held mid season. Communicate the event to members and request each to bring tasty snacks to share. Receive the food on snack night and lay out for all to enjoy. Cleanup afterwards.

	Volunteer Name	Phone	Email
1			
2			
3			
4			

#12. Crazy Hat / Costume Night Organizers - 4 Volunteers Required (Mon Jan 28 or Sat Feb 2): -Communicate the event to members and encourage participation. Hold judging, award Cineplex gift cards to top 3 winners.

	Volunteer Name	Phone	Email
1			
2			
3			
4			

#13. Ski Trip Organizers - 2 Volunteers Required (Tentative Date - February 23rd):

-Confirms date(s) with CADS Board. Arrange and confirm bus transportation. Send registration information to members. Process registrations. Create participant lists.

	Volunteer Name	Phone	Email
1			
2			

#14. Silent Auction Organizers - 12 Volunteers Required (Feb-Mar):

-Held at the year end banquet. Solicit donations from businesses, prepare bid sheets, arrange auction tables, take payments and complete financial reconciliation at the conclusion of the event.

	Volunteer Name	Phone	Email
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

12			
----	--	--	--

#15. Year-end Banquet Catering Helpers - 4 Volunteers Required (Apr 15):

-Arrive to banquet early and assist catering staff with food preparation, serving and general kitchen duties.

	Volunteer Name	Phone	Email
1			
2			
3			
4			

#16. Year-end Banquet Helpers, Setup or Cleanup - 4 Volunteers Required (Apr 15):

-Arrive at banquet hall at least 1 hour prior to opening to arrange tables, chairs and decorations. Put tables and chairs away at night's end, clean floors and take out garbage.

	Volunteer Name	Phone	Email
1			
2			
3			
4			

#17. Casino Workers – 0 Volunteers Required (Apr - June 2020):

-CADS Edmonton has a casino in Edmonton every other year. Volunteers will work 1 day shift or 1 evening shift during the 2 day casino event.

	Volunteer Name	Phone	Email

#18. Handyman - 2 Volunteers Required (Sept-May):

-Be available to help with CADS clubhouse maintenance and repairs as needed.

	Volunteer Name	Phone	Email
1			
2			

#19. Ski & Snowboard Instructors - 20 Volunteers Required:

-Volunteer with a student in the program as a ski or snowboard instructor

	Volunteer Name	Phone	Email
1			
2			
3			
4			
5			
6			
7			
8			

9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

#20. Welcome Greeters - 4 Volunteers Required (Mon Jan 14th & Sat Jan 19th):

-Arrive to first night/day of lessons early and assist with questions and concerns from students or volunteers.

	Volunteer Name	Phone	Email
1			
2			
3			
4			

#21. Competition- Travel Chaperones - 5 Volunteers Required (Dec - March):

-A parent/guardian will accompany the students in the club van to competitions and assist on the hill

	Volunteer Name	Phone	Email
1			
2			
3			
4			

#22. Competition- Off Hill Volunteers - 5 Volunteers Required (Dec - March):

-A parent/guardian to assist with chalet needs when travelling to events

	Volunteer Name	Phone	Email
1			
2			
3			
4			

#23. Competition- Race Event Volunteers - 5 Volunteers Required (Dec - March):

-A parent/guardian will assist with equipment set-up, timing & additional tasks at events

	Volunteer Name	Phone	Email
1			
2			
3			
4			