

VOLUNTEER INFORMATION GUIDE



ST. THOMAS-ELGIN CHILDREN'S WATER FESTIVAL

MAY 16 - MAY 19, 2017
PINAFORE PARK
ST. THOMAS, ONTARIO



INTRODUCTION

Welcome!

The St. Thomas-Elgin Children's Water Festival is celebrating its first Water Festival.

Thank you for volunteering with the Festival. The St. Thomas-Elgin Children's Water Festival is an exciting event, bringing together students, teachers and members of the community to explore water and remind ourselves how important it is to us.

Over 3,000 grade 3 to 5 students from St. Thomas, Elgin County and surrounding areas will be participating in the Festival. The Festival will have over 40 activity stations that will challenge students to consider the importance of water to their lives, classrooms and communities.

This information guide has been compiled to prepare volunteers for participation in the Festival.

We hope you enjoy the Festival and we look forward to receiving your evaluations. Thank you for participating!

The St. Thomas-Elgin Children's Water Festival Organizing Committee

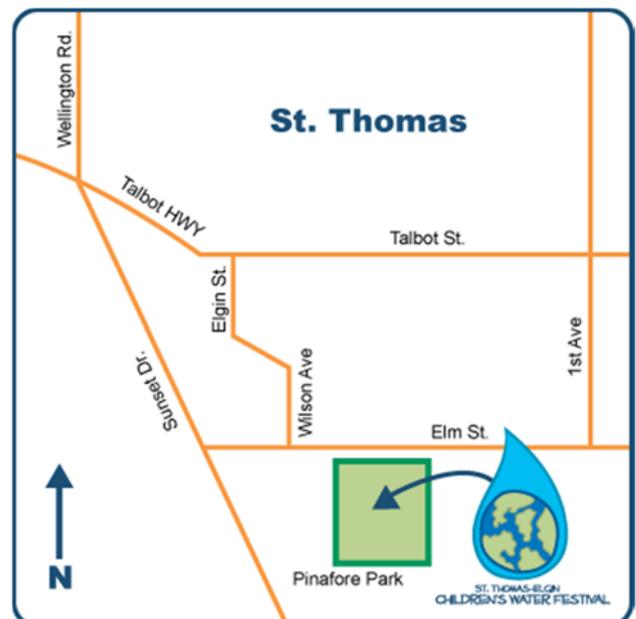


PREPARING FOR YOUR DAY

Planning plays an important part in your volunteer experience at the St. Thomas-Elgin Children's Water Festival. Familiarizing yourself with this Festival guide is vital and will assist you in your preparation. The following checklist is designed to help you prepare for your visit.

- Wear comfortable shoes. You will be spending most of the day standing.
- Wear something you can put a Festival Volunteer t-shirt over. You will get a t-shirt when you arrive in the morning. Wearing the t-shirt helps students, teachers and parents know you are a Festival Volunteer!
- Dress for the weather! The Festival will run rain or shine. You will be outside most of the day, please wear comfortable clothing that you do not mind getting a bit dirty or wet. Be sure to check the weather report before you leave the house.
- Lunch is provided free for volunteers. There is no food available for purchase on site. If you have a large appetite, feel free to bring your own snacks.
- Bring filled water bottles to the Festival. There will be opportunities to refill the bottles if necessary while you are on site.
- Familiarize yourself with the Site Map.

Thank you for planning ahead!





FESTIVAL ITINERARY

- | | |
|--------------------------|---|
| 8:00 a.m. to 8:30 a.m. | Arrive at Pinafore Park and meet at the Volunteer Area. After registration and introductions, you will be shown to your activity station or other volunteer duty. |
| 9:30 a.m. | Approximately 800 elementary school students arrive, get oriented and head to the activities. |
| 9:30 a.m. to 11:30 a.m. | Students participate in activity stations. |
| 11:30 a.m. to 12:00 p.m. | Lunch is provided free to volunteers at the Volunteer Area. There is no food available for purchase on site. |
| 12:00 p.m. to 1:45 p.m. | Students will continue to participate in the activity stations. |
| 1:45 p.m. | Clean up your activity station or area and take inventory. Return to the Volunteer Area prior to leaving to fill out an evaluation form. |



SAFETY PROTOCOL / BASIC RULES

- First Aid is available on site, located at the Dance Pavilion.
- Cancellation Policy – if unsafe weather develops prior to your arrival at the Festival, you will be notified of cancellation of the Festival.
- In the event of sudden severe weather, Festival Organizing Committee members will direct you to the nearest pavilion.
- Should a child become separated from his or her group, they will be taken to the Information area located at the Dance Pavilion. A Safety Committee Member will ensure that the child is reunited with their group.
- In the event of a serious health or accident emergency, call 911 and notify a member of the Safety Committee. The on-site First Aider will be deployed immediately. For minor injuries, direct groups to the First Aid Station located at the Dance Pavilion.
- Pinafore Pond is off limits and unsupervised.
- The Park's playground area is off limits to Festival participants.
- Pinafore Park will be open to the public for the duration of the Festival. Please notify Organizing Committee members if you notice any suspicious persons within the Festival area.



VOLUNTEER ROLES

Activity Station Presenter

Responsibilities:

- Staff and operate assigned activity station during school visits
- Deliver “water message” pertinent to the activity
- Ensure active participation by all students
- Advise Area Supervisors at the end of the day of any broken equipment, supplies that need to be replenished etc.

Remember:

- You are helping students to discover their relationships to water, not teaching
- Ask questions instead of giving facts right away
- Use open-ended questions to guide the discussion
- Use comparisons to places, measurements and time spans that students would be familiar with
- Engage the students – try to find as many roles as possible for students to actively participate (ie. timing, pouring of water etc.)
- Share the task of message delivery and demonstration with your partner
- Be open, positive and enthusiastic, and even dramatic
- Don't be afraid to say “I don't know”
- No smoking at the activity stations

Area Supervisor

Responsibilities:

- Help set up and clean up activity stations
- Supervise and train volunteers
- Oversee all activity stations
- Relieve activity station volunteers for a break if needed



VOLUNTEER ROLES

Bus Greeter

Responsibilities:

- Upon arrival, board buses and direct them to the Bus Drop Off and Pick Up area
- Welcome schools to the Festival
- Advise schools of any changes to the Festival itinerary, activity station availability, departure times etc.

Maintenance

Responsibilities:

- Help set up and clean up activity stations
- Bring supplies and materials to activity stations
- Site maintenance (garbage, washrooms etc.)
- Deliver water to activity stations and drinking water stations

Parking/Direction

Responsibilities:

- Direct cars to the Volunteer Parking area
- Advise members of the General Public about the Festival

Bus Departure

Responsibilities:

- Ensure schools gather at their school's sign in the Bus Pickup area
- When all students, teachers and chaperones are present, lead the school to their bus for departure



SCHEDULER

Please check the top 20 activity stations you would like your students to visit, although groups will likely visit more (refer to activity station descriptions, pages 10-14). Please note that activity stations should be visited in random order and not the order indicated on this scheduler. Festival volunteers will assist in ensuring wait times are minimized by suggesting that groups move to open locations.

Area A		Area D	
	Down the Drain (WP)		A Bird's Eye View (WT)
	Bucket Brigade (Wa)		A-maze-ing Water Treatment (WT)
	Drop in the Bucket (WC)		Eagle Survivor (WP)
	D.O. The Limbo (WS)		Power to the People (WC)
	Go Fish (WS)		Royal Flush (WC)
	Livable City (WP)		Three Times a Day (WC)
	Mother Earth Water Walkers (WA)		Treating Trash (WT)
	No Water Off a Duck's Back (WP)		We Use That Much ((WC)*
	Urban Stew (WP)		
	Water For Everyone (WT)		
Area B		AREA E	
	Benthic Watch (WP)		Barn Door Bingo (WP)
	Be Water Smart (WC)		Dirt on Soil (WT)
	From Machine to Clean (WT)		Doing the Laundry (WA)
	Off I Go (WA)		How Does Your Garden Grow? (WS)
	Rollin' Through the Shed (WP)		Leave Your Mark (WA)
	Water for the World (WA)		Road Salt: the Good, the Bad & the Salty (WT)
	Well Drill It (WT)		Water Cycle Tag (WS)
	Weighing our Choices (WA)		Watering the Animals (WA)
Area C			Wise Water Use (WC)
	Alien Invasion (WP)		
	EcoFootprint (WC)		
	Good, Better, GREAT Lakes! (WS)*		
	Lather Up (WC)		
	Life in a Watery World (WS)		
	Mussel Madness (WP)		
	Price is Right (WA)		
	Rockin' Soil (WS)		
	Tiny Toxic Town (WS)WP)		
	Water in, Water Out (WA)		

Legend:
 (WA) - Water Attitude
 (WC) - Water Conservation
 (WP) - Water Protection
 (WS) - Water Science
 (WT) - Water Technology



ST. THOMAS-ELGIN
CHILDREN'S WATER FESTIVAL

VOLUNTEER EVALUATION

**We hope you enjoyed volunteering at the Water Festival.
We would appreciate feedback about your experience.**

Name: _____ Organization: _____

Date(s) Volunteering at Festival: _____

Did you enjoy the Children's Water Festival? Yes No

What were your duties at the Water Festival?

If you were at an activity station, please answer a-f; if not, please proceed to the next question.

- a) Which activity station were you at? _____
- b) Did you receive a script? _____
- c) Was the script accurate and helpful? _____
- d) Did you have sufficient preparation time? _____
- e) Were the Area Supervisors helpful? _____
- f) Are there any suggestions to make your experience as an activity station presenter more pleasurable?

Was the 'Volunteer Information Guide' informative and helpful? Yes No

Did you enjoy lunch? Yes No

Would you volunteer at the Water Festival again? Yes No

How can we improve the Water Festival?

Do you have any other comments about your experience as a volunteer or the Water Festival in general?

**Please complete this evaluation and return before you leave the Festival or by fax or mail to:
44015 Ferguson Line, St. Thomas, ON N5P 3T3
Fax: 519-631-5026
by June 16, 2017**

**THANK YOU FOR YOUR PARTICIPATION IN THE
ST. THOMAS-ELGIN CHILDREN'S WATER FESTIVAL!**