

Volunteer Opportunities


at the

TORONTO HAKKA CONFERENCE 2016



The Toronto Hakka Conference started in the year 2000, and our **vision** is to strive for an era of global peace and prosperity amongst the positive multiculturalism found in Canada and Toronto/GTA, to become global citizens instead of continuing to be classified by our name “Hakka” meaning “guest people”.

To attain this vision, and looking towards the future, our **mission** of the Toronto Hakka and international associates is to convene conferences in key cities of the Americas to transmit to Hakka and non-Hakka people our traditional culture, studying together, to continue to build and create our global consciousness, to unite humanity as one family and to be ever closer to the earth that we inherited. Our Toronto Conferences have convened every 4 years since our inception. Now we look forward to our fifth Conference this year! For more information about us, please visit:

<http://torontohakkaconference.com> and  *Toronto Hakka Conference 2016*



At this Conference, our **volunteers** fill key positions, providing guidance and assistance with logistical operations, offering hospitality to our diverse attendees and representing the “face” of our Conference, and production/technological assistance and gaining training and expertise in that field (see separate flyer),. If you are **between the ages of 15-16 and upwards (adult)**, or a student attending high or secondary schools in Grades 11 and 12 who needs to or are interested in **fulfilling volunteer hours**, or in college/university or any post-secondary

institution and/or have **interests in conference planning, hospitality, multiculturalism/ethnoculture events, film/production, music**, then **please join us!** We offer FREE attendance to one of our Conference sessions if space allows and training is provided – see below for more details.

HOW TO VOLUNTEER WITH US

1. Application form

Please complete the Volunteer Application form attached, choose which date and shift, and email it to us at: toronto.hakka@sympatico.ca. You will receive an email confirmation receipt of your Application and your shift if you submit by **June 24th**. **After June 24th** confirmation may be by telephone.

2. Dates, Events and Locations

We are hosting a Reception prior to the Conference, and the details are as follows:

<u>Date / Times</u>	<u>Event</u>	<u>Location</u>
Friday, July 1st (Canada Day) 1-4pm	Site Training	York University, Vari Hall 4700 Keele Street (at Steeles Avenue West)
Friday, July 1st 1-4pm	CONFERENCE Set up	York University, Vari Hall 4700 Keele Street, Toronto (North York)
Friday, July 1st 6-9pm	and RECEPTION	Chinese Cultural Centre of Greater Toronto (CCCGT) 5183 Sheppard Avenue East Toronto (Scarborough)
Saturday, July 2nd & Sunday, July 3rd 8am-4pm	CONFERENCE	York University, Vari Hall 4700 Keele Street, Toronto (North York)



Do we need for banquet as well???

3. Volunteer Positions/Roles, Descriptions and Other Information

You are representing our Conference during your volunteer time with us so you will be expected to conduct yourself appropriately. Please arrive at least 15-25 minutes before your shift starts to receive your pre-event training (unless you have already attended the training session offered on July 1st). You **MUST** sign-in in the Volunteer Lounge/room assigned.

Shifts of generally 4 hour shifts are available unless otherwise posted/announced, except for Video/Film Team (those shifts will be set by the Team Leaders). You will be allowed a snack and a beverage for each shift. If you wish, you may volunteer for more than 1 shift. If you are interested in the content of the Conference, you may attend 1 session if you SIGN-UP for that session before or after your shift and if space allows. See Conference Agendas for both days for content and times of Sessions.

<u>Positions/Roles</u>	<u>Event</u>	<u>Description</u>
Conference/Facilities Guide	RECEPTION and CONFERENCE	<u>July 1st</u> – 1 shift: 6-9pm <u>July 2nd-3rd</u> : 2 shifts: A) 8am-12noon and/or B) 12noon-4pm
Film/video (technical) /Production crew	CONFERENCE	Team Leaders/Supervisors: Stephen Young Chin and Derek Chai See separate Volunteer flyer for details.
Food/beverage server	CONFERENCE	<u>July 2nd-3rd</u> : 2 shifts: A) 8am-12noon and/or B) 12noon- to be shared with Registration station Unload and prepare for distribution/serve boxed lunches at lunch break (11-12:30).
Registration and vendor/exhibit table Assistants	CONFERENCE	<u>July 2nd-3rd</u> : 2 shifts: A) 8am-12noon and/or B) 12noon- – to be shared with Food/Beverage station Prepare and distribute name tags, conference materials or provide information to attendees. Supervisor: Charlie Chung
Set up/strike Team	CONFERENCE	2 shifts: <u>July 1st</u> 1-4pm and/or <u>July 3rd</u> 3-5pm Assist set-up and/or strike of all Conference materials such as banners, exhibits, equipment etc.

Transportation: at our own expense and arrangement as required for your shift/s.

Dress: Plain solid coloured top (no cropped tops) with trousers or pants/skirt/walking shorts (no short shorts) with NO logos/symbols/brands/promotions, comfortable shoes

Volunteer confirmation/verification for high/secondary schools:



Your volunteer time will include the pre-event training session/s. A letter will be issued by us to you via email after the Conference and/or you may supply your school's volunteer form to be signed on the day/s of your shift/s.

Should you choose to volunteer with us, we thank you in advance for spending the Canada Day weekend with us! We welcome you to attend our other Conference related events:

CONFERENCE LAUNCH, May 28th 7-10pm @ Tsung Tsin Association of Ontario, 3880 Midland Avenue (south of Steeles), Toronto (Scarborough) – Dinner \$25

BANQUET AND ACHIEVEMENT AWARDS CEREMONY July 3rd 6-10pm @ Case DeLuz Restaurant and Banquet Hall, 1571 Sandhurst Circle (Finch/McCowan), Toronto (Scarborough) – Dinner \$50/pp

HAKKA FESTIVAL July 9th 10am -6pm @ Chinese Cultural Centre (CCCGT) – Food, Entertainment - FREE

We reserve the right to change the above information due to additional information received and/or emergency situation that arise subject to our discretion. All volunteers will be notified of changes by email, postings on website and  and/or at each Conference event and/or at the beginning of training or shift. We will endeavour to post such changes or information on our website and/or  for your information.