

Volunteer Opportunities

Who are we?

TORONTO HAKKA

CONFERENCE 2016

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”. Our **mission** 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. We look forward to our fifth Conference this year! For more information about us, please visit:

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

Volunteer Roles?



At our Conference, we need **volunteers** to fill key positions, providing guidance and assistance with the organizational and logistical operations, offering hospitality to our diverse attendees in the following areas:

- production (film/visual) team including learning/gaining expertise in production as well as opportunity for post-production activities (see separate flyer – by selection only)
- facilities guide • hospitality attendant • registration clerk/assistant • staging/set up crew.

Volunteer Qualifications?

No experience required

If you are between the **ages of 15-16 and upwards (adult)**, or a student attending high/secondary schools in Grades 11 and 12 who needs to or is interested in **fulfilling volunteer hours**, or you are in college/university or any post-secondary institution and/or you have **interests in film/production, conference planning, hospitality, community or cultural events, music** then **please volunteer and join us!** We offer FREE attendance to one of our Conference sessions and training is provided.

When and Where?

There are 2 main events of the Conference and the details are as follows:

	Date / Times	Location
CONFERENCE set up & Site Training	Friday, July 1st (Canada Day) 1-4pm (tentative)	York University, Vari Hall 100 York Blvd.(at Steeles Avenue West), North York
RECEPTION	Friday, July 1st 6-9pm	Chinese Cultural Centre of Greater Toronto (CCCGT) 5183 Sheppard Avenue East Toronto (Scarborough)
CONFERENCE	Saturday, July 2nd - Sunday, July 3rd 8am-4pm approx	York University, Vari Hall 100 York Blvd.(at Steeles Avenue West), North York



How to Volunteer with us?

You must complete our **Volunteer Application** form attached and **email it to us** no later than **June 28th** at:

toronto.hakka@sympatico.ca. Updated information will be available on our website <http://torontohakkaconference.com> soon! Your Volunteer shift and information will be emailed to you in June.

We look forward to meeting and working with you!



TORONTO HAKKA CONFERENCE 2016

VOLUNTEER APPLICATION FORM

Please SUBMIT by **June 28th** by email to: toronto.hakka@sympatico.ca

Date: _____

First Name: _____ Surname: _____

Address (include city, postal code): _____

Telephone: (include area code): _____ Alternate Telephone (optional): _____

Date of birth (students only): _____ E-mail Address: _____

High/Secondary School/College/University (if applicable, include city/town): _____

Volunteer Positions/roles and Shifts

Please indicate which shift/s you would like to volunteer for. We try to accommodate your choices where possible but we may request you to fill other shifts.

<u>Positions/Roles</u>	<u>Description</u>	<u>Event</u>	<u>Date/s</u>	<u>Shifts</u>	<input checked="" type="checkbox"/> <u>Comments</u>
Conference/ Facilities Guide	Provide information to attendees, guests, speakers; guide of facilities	RECEPTION & CONFERENCE	July 1 st	1 shift: 6-9pm	<input type="checkbox"/>
			July 2 nd -3 rd	2 shifts: A) 8am-12noon and/or B) 12noon-4pm	<input type="checkbox"/>
Film/video(technical)/Production team	See separate Volunteer flyer for details.	CONFERENCE	July 2 nd -3 rd	Team Leaders/Supervisors: Stephen Young Chin and Derek Chai	<input type="checkbox"/> By Selection of Leaders. Training provided.
Food/beverage server and/or Clean-up Crew	1) Unload and prepare for distribution/serve boxed lunches at lunch break (11-12:30) 2) Manage/maintain and serve beverages	CONFERENCE	July 2 nd -3 rd	2 shifts: A) 8am-12noon B) 12noon-4pm – to be shared with Registration station (8:30-10am) – to be shared with Food/Beverage	<input type="checkbox"/>
Registration desk Assistants and/or Clean-up Crew	Prepare and distribute name tags, conference materials or provide information	CONFERENCE	July 2 nd -3 rd	2 shifts: A) 8am-12noon B) 12noon-4pm – to be shared with Food/beverage (10:30-12:30)	<input type="checkbox"/>
Set up/strike Team	Supervisor: Charlie Chung Assist set-up and/or strike of all Conference materials such as banners, exhibits, equipment etc.	CONFERENCE	July 1 st and/or	1 shift: 1-4pm	<input type="checkbox"/>
			July 3 rd	1 shift: 2-6pm	<input type="checkbox"/>
Site Training	Guide of site and Conference information	CONFERENCE	July 1 st	1-4pm- choose 1 of: 1pm, 2pm or 3pm	<input type="checkbox"/> Indicate time:

Conference @ York University, Vari Hall, 100 York Blvd., North York
Reception @ Chinese Cultural Centre (CCCGT), 5183 Sheppard Avenue, Toronto
Any one emailing us after June 28th will be on a waiting list, shift/s assignment will be subject to Conference scheduling.

Volunteer shift confirmation will be emailed to you. If you receive confirmation, you must check website for updated information before attending your shift in case of changes.