

2024 BC LAND SUMMIT VOLUNTEER POLICY AND GUIDELINES

COMMITMENT

Thank you for your interest in volunteering for the BC Land Summit 2024. Please note that the minimum volunteer time commitment is between six (6) and eight (8) hours depending on which specific activities each volunteer is assigned to.

VENUE

Vancouver Island Conference Centre (VICC)
101 Gordon Street
Nanaimo, BC

VOLUNTEER COORDINATOR

Kathy Porter
Member Services Coordinator
British Columbia Association of the Appraisal Institute of Canada
Email: kathy@appraisal.bc.ca Phone: 778-945-7771

DISCOUNTED CONFERENCE REGISTRATION AND FEES

Please note that all volunteer work for the Land Summit is performed on an unpaid basis. In recognition of the time commitment, all volunteers will be eligible for a discounted conference registration fee as follows:

- \$449.00, plus GST for a regular volunteer;
- \$249.00, plus GST for a student volunteer

A “student” for purposes of the volunteer rate (and the regular reduced student rate) is defined as a person currently enrolled in or returning to a British Columbia post-secondary educational institution as evidenced by the provision of a valid current student number.

In addition, some volunteers may have their volunteer hours recognized as Professional Development Credits (CPD) by their respective professional organization. That decision is at the discretion of each professional organization and not by the Land Summit.

ARRIVAL & SIGN IN

The volunteer sign-in area is located at the registration desk on the main conference level. **Volunteers must sign in and out** with the Coordinator to confirm attendance and for CPD recording. Volunteers are expected to arrive 15 minutes prior to the commencement of their assigned duties to sign in and receive instructions.

Please note that a brief orientation meeting (virtual or in-person) may be scheduled in advance of the BC Land Summit. More information will be provided closer to the event.

UNEXPECTED CIRCUMSTANCES

Volunteers should inform the Volunteer Coordinator of any circumstances that would prevent, delay, or impede their attendance.

CONDUCT

Volunteers are required to sign in upon arrival, take direction from supervisors, and communicate effectively with supervisors and the volunteer team. Volunteers must wear a volunteer t-shirt and conference name badges for ease of identification by conference delegates. The t-shirts and name badges will be provided by the 2024 BC Land Summit at no charge to the volunteer and may be retained by the volunteer. All volunteers must conduct themselves in a professional manner and report any unprofessional conduct to supervisors immediately.

LIABILITY

The BC Land Summit, its five (5) member organizations and the employees, Directors, officers, or any representatives of those organizations and the Vancouver Island Conference Centre (VICC) are not responsible for any injuries or damage suffered by any volunteer or for loss of or damage to any personal belongings.

ASSIGNMENT OF DUTIES

The BC Land Summit retains the right to assign volunteers to whichever conference activities at which they are required. It should be noted that, in some cases, volunteers will be assigned to pre and post conference events. The BC Land Summit will endeavour to assign the volunteer to their requested activities as outlined below.

DEADLINE TO COMPLETE FORM: FRIDAY, APRIL 19TH, 2024

VOLUNTEER FORM

Name

Address

City

Province

Postal Code

Phone

Email

What organization are you a part of?

- The British Columbia Association of the Appraisal Institute of Canada (AIC-BC)
- The British Columbia Institute of Agrologists (BCIA)
- The British Columbia Society of Landscape Architects (BCSLA)
- The Planning Institute of British Columbia (PIBC)
- The Real Estate Institute of British Columbia (REIBC)

What type of member are you?

- Regular
- Student / Retired

Have you already registered for the conference?

- Yes
- No

What volunteer position are you interested in? Please check all that apply:

- Registration Desk
- Room Monitor
- Workshop / Mobile Tour Monitor
- Reception / Social Events
- General Volunteer

Volunteer T-Shirts

- Men
- Women
- Small
- Medium
- Large
- X-Large

By completing this form, I acknowledge that I have read, understood, and will comply with the BC Land Summit 2024 Volunteer Policy and Guidelines.

Name

Date