



## **2017 Global 4-H Network Summit Volunteer Frequently Asked Questions**

**Q: What is the Global 4-H Network Summit?**

**A:** The Global 4-H Network Summit is an opportunity for 4-H youth, staff and volunteers—from over 70 countries around the world, representing 7 million youth—to come together to network, share resources and knowledge and celebrate the successes of the global 4-H movement!

**Q: When is the 2017 Global 4-H Network Summit? Where is it being held?**

**A:** The 2017 Global 4-H Network Summit will take place from July 11-14 in Ottawa, Ontario at the Shaw Centre in the heart of Canada's capital city.

The theme of the 2017 Global 4-H Summit is "Empowering Youth. Growing Global Citizens."

**Q: Will there be any volunteer opportunities at the Global 4-H Network Summit?**

**A:** Yes! Just like the 4-H program, dedicated and enthusiastic volunteers are essential to the success of the Summit.

Interested volunteers will be able to indicate the volunteer opportunities they are interested in as part of the registration period in February-May 2017. Volunteers will hear about their confirmed placements by May 2017.

**Q: How do I register?**

**A:** The registration form is available at <http://global-4-h-network.com/volunteer>. Registration will open in February and close in May 2017. Look for the volunteer button on the top right hand side of the screen!

**Q: What is the volunteer screening process?**

**A:** When registering to volunteer, potential volunteers will be asked to indicate their 4-H and other applicable volunteer experiences. Floor Monitor roles are exclusively held for 4-H leaders in good standing within their province.

**Q: Do I have to be a 4-H member or alumni or associated with 4-H to be a volunteer?**

**A:** No. You do not need to be currently involved with 4-H to volunteer at the Global 4-H Network Summit. Certain roles may require 4-H experience.



**Q: Can I volunteer for more than one type of volunteer opportunity?**

**A:** Having our volunteers work all their shifts in one service category helps us to keep things consistent and means that you don't have to learn the ropes for a new activity every time you come in. Our Shift Leaders also depend on the experience of their team to keep things running smoothly, and to help new volunteers get the hang of the day-to-day activities & expectations of their service category.

**Q: What is a Shift Leader?**

**A:** Shift Leaders are individual volunteers with different event experiences, and who are confident helping to guide others in their roles on a shift. The Shift Leader will know who is supposed to be present and will be the first line of support should a volunteer need help answering questions or dealing with issues. The Shift Leaders will be directly supported by a Team Leader who is a member of the Global 4-H Network Summit's Volunteer Management Committee.

**Q: How do I get to and from my volunteer shift?**

**A:** 4-H Canada will not be responsible for transportation of volunteers to or from the Summit venue. Volunteers will not be considered "on duty" until they check in for their various shifts.

We ask parents of volunteers aged 14-17 to be aware of this and in addition, they will be required to sign a parental consent waiver in order for their child to participate in the Summit in a volunteer capacity with 4-H Canada. Consent forms will be collected prior to the Summit. Any volunteer aged 14-17 who does not provide parental consent will be unable to participate as a volunteer.

**Q: How do I indicate my availability for volunteer shifts?**

**A:** We're looking for volunteers to register in their area of interest first. In May we will be in touch again to create a volunteer shift schedule that works for you!

**Q: What happens if I can't attend one of my shifts?**

**A:** We understand that life gets busy and that unexpected things can happen. If for any reason you are no longer able to commit to your scheduled shift please let us know as soon as possible. We would be happy to work with you on finding another time and or date that would suit your schedule better.

**Q: Will there be any opportunities for volunteers to take part in Summit programming?**

**A:** Definitely! Provided you are not on a volunteer shift, or that it won't interfere with any volunteer information sessions, you are welcome to attend workshops and programming at



the Shaw Centre. Please note that priority will be given to paid registered delegates. Volunteers will be able to participate where space is available.

**Q: Can I sign up to volunteer with a friend or family member?**

**A:** Volunteering is a great way to spend time with friends and friends. You can indicate that you are hoping to be scheduled with a friend as part of your registration in the comments or special requests section.

While we can't guarantee that you and your friend will have every shift together, our Volunteer Management Committee will try to reflect your request as we build the schedules.

Please note that during volunteer shifts, your Shift Lead may require you to work in separate areas depending on where there is the greatest need at that moment.

**Q: I am not from the Ottawa-Gatineau area, can I still volunteer? Is there a place for me to stay?**

**A:** We welcome volunteers from across the country, and potentially the world, to lend their time. For those coming from out of town or those who are simply looking for a convenient location to stay, there are cost-effective rooms at uOttawa's Friel Residence. The cost to stay here is \$49/night single or \$90/night double. For more information on how to secure this space and to book your room, contact Hannah Plexman at [hplexman@4-h-canada.ca](mailto:hplexman@4-h-canada.ca) or by phone at 1-844-759-1013.

**Q: Are there a minimum number of volunteer shifts required?**

**A:** We ask that you sign up for a minimum of three shifts. Each shift is approximately six hours long, but can vary depending on the activity's requirements. Please read over the duties and requirements of any volunteer opportunity you may be considering volunteering for to make sure that you can meet the expectations of the position for the length of your shift.

**Q: Can my time at Global 4-H Network Summit count for high school volunteer hours?**

**A:** Yes! Make sure to bring your school-issued form with you and have your Shift Lead sign it immediately following each shift.

**Q: What training will be offered? Is it mandatory?**

**A:** Three trainings will be offered:

**May – Mandatory online training in the evening with your Service Category.**

June – Optional online cultural training in the evening.

July 10 – Recommended in-person volunteer orientation.



These sessions will help you to:

- Find out the details of your assigned duties
- Understand the schedule of events for the Summit
- Meet other team members
- Learn about the different cultures that might be in attendance
- Orient yourself to the Summit grounds and see all the key volunteer areas

**Q: Is there any volunteer parking at the event?**

**A:** There is parking availability downtown near the [Shaw Centre](#); however the cost of parking will be the responsibility of the volunteer. The [Shaw Centre](#) is located in the heart of downtown Ottawa and, along with all of the Signature Event sites, is accessible by [public transit](#) or by walking and [biking](#).

**Q: Will snacks be available?**

**A:** We will provide complimentary food and beverages to all of our volunteers.

**Q: I did not receive an e-mail after clicking SUBMIT on my registration. What should I do?**

**A:** The first step is to check your junk e-mail folder and add [cventplanner.com](#) to your safe senders list. If you still can't find your confirmation e-mail, contact [ebrown@4-h-canada.ca](mailto:ebrown@4-h-canada.ca) as soon as possible to verify that we have the correct e-mail address for you and to confirm that your registration was successfully received.

**Q: How do I cancel my registration if I can no longer volunteer at the Summit?**

**A:** We are sorry to hear you are no longer able to volunteer at the Global 4-H Network Summit! Please e-mail Emily Brown at [ebrown@4-h-canad.ca](mailto:ebrown@4-h-canad.ca) if you need to cancel. If you are cancelling after July 1, 2017, please e-mail your Team Leader to notify them of your cancellation.