



## Family Fun Night Volunteer Package

### Station: NHCA Booth

<b>Contacts:</b>	<b>Name</b>	<b>Phone Number</b>	<b>Potential Contact Reasons</b>
<b>Station Lead</b>	N/A	N/A	Any Questions about your Station
<b>Volunteer Lead</b>	Zubair	403-796-4840	General Volunteer Questions
<b>Certified Food Handler</b>	Chris	403-891-0129	Questions about Safe Food Handling, Report of illness from Food, Food handling complaint, Arrival of a Food Inspector, etc.
<b>First Aid</b>	Tavis Roman Charlotte Kevin	403-660-6135 587-433-7353 403-978-5194 403-401-0344	First Aid, injuries, bee stings, etc.  If serious in nature - Call 911 then call Tavis
<b>Emergency #1</b>	Yana	403-993-7287	Unruly Patrons, Safety Issues, Criminal Activity, etc.  If serious in nature - Call 911 then call Yana or Chris
<b>Emergency #2</b>	Chris	403-891-0129	Unruly Patrons, Safety Issues, Criminal Activity, etc.  If serious in nature - Call 911 then call Yana or Chris

## General Volunteer Information

Thank you for volunteering your time at the NHCA's Family Fun Night. Events like these could not happen without our amazing volunteers.

- Face Masks are required for all NHCA Staff and Volunteers, and one will be provided for you.
  - Exceptions will be made for medical reasons.
- Hand sanitizer will be provided at all stations
- **If you see something – do something**  
You are empowered to act. If you see an unsafe practice or situation, correct it or call someone to correct it. Examples:
  - If you see a mess – Pick it up
  - If you see someone without a covid-screening wristband – Ask them to go to a screening station
  - If you see something blocking the flow of guests – Move it
  - If you see a tripping Hazard – Correct it

## NHCA Overview

The Northern Hills Community Association (NHCA) is a grassroots, volunteer-based organization on a mission to enhance the quality of life of its residents by enriching and empowering our diverse communities through advocacy, education, and provision of opportunities for engagement. NHCA serves over 57,000 residents in five communities in North Central Calgary: Country Hills, Country Hills Village, Coventry Hills, Harvest Hills and Panorama Hills.

Through strong relationships and partnerships with local organizations, elected representatives, and dedicated volunteers we are providing a palette of services and programming to positively impact social issues through:

- Sport programming
- Community news
- Senior activities
- New immigrant resources
- Art projects and programs
- Community gardens
- Social support
- Family and youth events
- Advocacy
- Community development
- Public parks and playground projects
- Local business events and supports
- and much more
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## Volunteer T-shirt Pick up and Return

All volunteers will be provided a T-shirt to wear during their shift. You are absolutely welcome to keep your shirt! If you choose not to keep it, please return the shirt to the Used Shirt Receptacle at NHCA Booth at the end of your shift.

## Volunteer Snacks

Get your volunteer snack/drink tickets from NHCA Booth – Ask for Zubair

3 hours or more	Hot Dog, Chips, Drink and Snack Tickets
Less than 3 hours	Drink and Snack Tickets

## Station Hours

Station	Open	Close
<b>Overall Event (Traffic)</b>	5:00 pm	After Movie
<b>Ticket Station 1</b>	5:00 pm	8:20 pm
<b>Ticket Station 2</b>	5:00 pm	8:20 pm
<b>Ticket Station 3</b>	5:00 pm	10:00 pm
<b>Raffle Sales</b>	5:00 pm	8:00 pm
<b>BBQ Station</b>	5:00 pm	8:00 pm
<b>Popcorn Station</b>	5:00 pm	10:00 pm
<b>Cotton Candy</b>	5:00 pm	10:00 pm
<b>Baked Goods</b>	5:00 pm	10:00 pm
<b>Iced Treats</b>	5:00 pm	10:00 pm

Station	Open	Close
<b>Henna</b>	5:00 pm	8:00 pm
<b>Face Painting</b>	5:00 pm	8:00 pm
<b>First Aid</b>	5:00 pm	After Movie
<b>Photo Booth</b>	5:00 pm	10:00 pm
<b>Market</b>	5:00 pm	8:00 pm
<b>Sports Activities</b>	5:00 pm	8:00 pm
<b>Carnival Games</b>	5:00 pm	8:00 pm
<b>NHCA Booth</b>	5:00 pm	8:00 pm
<b>Drinks</b>	5:00 pm	10:00 pm
<b>All other Areas</b>	5:00 pm	8:00 pm

## Notable Times

<b>Door Prize Draw 1</b>	6:00 pm
<b>Door Prize Draw 2</b>	7:00 pm
<b>Door Prize Draw 3</b>	8:00 pm
<b>Door Prize Draw 4</b>	After the Movie
<b>Movie Pre-show</b>	8:00 pm
<b>Raffle Draw &amp; Sponsor Announcements</b>	8:15 pm
<b>Movie</b>	8:30 pm

## Event Maps

See Map section at end of this package

## Food Prices/Ticket Colors

### Individual Prices

Items	Price	Ticket Color
Hot Dog	\$3.00	Green
Chips	\$1.00	Pink
Drink	\$2.00	Blue
Cotton Candy	\$2.00	White
Popcorn	\$1.00	Orange
Iced Treats (2)	\$1.00	Orange
Cookies (2)	\$1.00	Orange
Raffle 1 for \$2	\$2.00	Yellow
Raffle 3 for \$5	\$5.00	Red

## TICKET COMBOS

**Dinner for 1** .....\$7.00

Hot Dog, Chips, Drink, 1 Popcorn/ 2 Frozen

Treats / 2 Cookies

**Member Price \$6.00**

**Family Movie Night** .....\$16.00

4 Popcorn, 4 Drinks, 8 Cookies

**Member Price \$15.00**

**Dinner for 4** .....\$30.00

4 Hot Dogs, 4 Chip Bags, 4 Drinks, 2 Cotton Candy,

1 Popcorn / 2 Frozen Treats / 2 Cookies

**Member Price \$28.00**

**Sweet Tooth** .....\$5.00

Cotton Candy, Popcorn, 2 Frozen Treats,

2 Cookies

**Member Price \$4.00**

**Epic Dinner for 1** .....\$16.00

Hot Dog, Chips, Drink, Cotton Candy,

Popcorn, 2 Frozen Treats, 2 Cookies

**Member Price \$15.00**

**Epic Dinner for 4** .....\$49.00

4 Hot Dogs, 4 Chip Bags, 4 Drinks, 4 Cotton Candy, 4

Popcorn, 8 Frozen Treats , 8 Cookies, Raffle 3 for \$5

**Member Price \$45.00**

# NHCA Area Station Specifics

## Overview

The NHCA Area will be the go-to for attendees to find out more about the NHCA and its offers including its programs, projects, events, committees, and membership. Various fun things will also be included in the booth including prize draws, a prize wheel, and merchandise.

## Hours

5:00pm-8:00pm

## Set up

The NHCA area will be mainly composed of 4-5 tables and 2 tents. The tables will need to be covered by an NHCA tablecloth. All personal belongings must be stored under these tables. Other miscellaneous objects will also need to be assembled, including, but not limited to:

- Tablets w/ stands – which will display a looping slideshow.
- Laptop(s) – to help navigate the attendees with questions to the proper section on our website.
- Prize wheel – which attendees can spin to win various prizes.
- Prize draw boxes – attendees can fill out tickets for if they sign up for our email list.
- Acrylic signs, including:
  - Photography/video consent sign
  - Social media tagging sign

## Operations

Volunteers operating the NHCA booth will need to be informed about what the NHCA has to offer, mainly those included in our slideshow. Those topics include:

- Our membership rates & offers
  - Single: \$20 \*Covers up to 1 adult
  - Senior (55+): \$20 \*Covers up to 2 adults
  - Family: \$30 \*Covers up to 6 family members (have to live in the same household)
  - Associate (out of area): \$30 \*Covers up to 1 adult
  - Business: \$25 \*Covers up to 1 adult
  - Business Plus: \$50 \*Covers up to 2 adults
- Volunteering at the NHCA
  - Three different types of volunteers:
    - Casual volunteers
      - Those who want to help when they can.
    - Project, Events, and Programs volunteers
      - Volunteers who have more time to commit to the NHCA.
    - Leadership volunteers
      - Board members
  - To apply – email [volunteer@nhca.ca](mailto:volunteer@nhca.ca)
- Harvest Fest

- Will take place at Coventry Hills Community Garden on September 4<sup>th</sup> from 12-4pm where attendees can come and learn about our community gardens, learn some tips/skills for setting up their own gardens, and more!
- Alberta Culture Days
  - Will take place on September 11-12 at the Panorama Hills Community Centre
    - September 11: 3-7pm
      - Enjoy food from food trucks from around the world and watch performances including Kung Fu, Bhangra and drumming from many cultures.
    - September 12: 12-5pm
      - There's something playful and creative for all ages at this event. Come build a gigantic cardboard community with The Vivo Play Project. Take part in craft activities with Northern Hills Community Association.
  - More info: <https://www.vivo.ca/events/north-central-calgary-culture-days/>
- Harvest Community Carnival
  - September 18<sup>th</sup>: 11am-2pm
    - Community Carnival Event, with Barbeque and Petting zoo. Fun time for the whole neighborhood.
    - Location: Outside Harvest Hills Alliance Church (10099 Harvest Hills Blvd NW)
- NHCA Annual Membership Drive
  - When: Every Saturday of October (Oct. 2, 9, 16, 23, and 30)
  - Where: At five different locations including:
    - Coventry Hills Community Garden
    - Coventry Hills Village Gazebo
    - Harvest Hills Community Garden
    - Pathway near Country Hills Golf Club
    - Panorama Hills South Play Hub

### Shut down

The NHCA Area will need to shut down at 8pm, with the area being cleared and all tents, tables, items being properly stored and put back in their respective location.