



### **Committee Volunteer Onboarding**

We are excited to share that an online platform has been developed to help support new volunteer onboarding at the Stampede.

Once committee volunteers are officially “onboarded” by registering with Volunteer Services, they are eligible to receive volunteer benefits such as parking passes and accreditation.

It is important for all volunteers to be registered with Volunteer Services as this ensures that all of our people are covered with workplace insurance for participating in Stampede activities. It also ensures that they are added to the Stampede’s organizational distribution list so that they can receive important communications through the Stampede’s Weekly Notices.

The online platform also facilitates an initial review and sign-off of the Stampede’s Code of Conduct and supports creating a safe, secure and positive environment by having all members complete a background check.

### **How to register with Volunteer Services and complete the online onboarding:**

**Step 1:** Volunteer leader or their designate completes the New Volunteer Placement form on the volunteer website. <http://volunteers.calgarystampede.com/leaders-corner/forms/>

Password: grandstand

**Step 2:** Upon receiving the placement form, Volunteer Services will add the volunteer to the database and the committee roster.

**Step 3:** A welcome letter will be sent to the new volunteer. The welcome letter will instruct the new volunteer to complete the background screening process and complete the online orientation program.

The online orientation consists of three segments:

1. New Volunteer Orientation (approximately 20 minutes)
2. Code of Conduct (approximately 45 minutes)
3. General Safety Orientation (approximately 40 minutes)

The welcome letter will also include a link for the new volunteer to submit a photo for their accreditation through an online form.

The committee chair and the designate who submitted the form will be copied on the welcome letter as confirmation that Volunteer Services has completed the placement and the new volunteer has



received the letter.

**Step 4:** New committee volunteers will receive their new parking pass in the mail. This parking pass will be issued within 10 business days of their registration.

**Ongoing**

Volunteer Services will continuously maintain the background screening, onboarding and orientation tracking of new committee volunteers, and will send reminders to complete, as needed.

Volunteer Services may reach out to volunteer leaders for support in having their new volunteers complete the process if required.