



## PROJECT PLACEMENT OUTLINE

*This Project Placement is suitable for students in the "Health and Human Services" Focus Area*

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<b>PROJECT TITLE:</b>	<b>Christmas Light-Up Volunteer</b>
<b>PROJECT MENTORS / HOST:</b>	<b>Uptown Rutland Business Association – (URBA)</b> Laurel D’Andrea – Executive Director URBA, Phone: 250-451-9861 (Office)
<b>EVENT LOCATION:</b>	Willow Park Shopping Centre/Roxby Park/Plaza 33
<b>DEADLINE TO APPLY:</b>	Monday, December 3rd, 2018 ... <b>Email</b> application forms to: <a href="mailto:Wendalena.Langevin@sd23.bc.ca"><u>Wendalena.Langevin@sd23.bc.ca</u></a>
<b>ORIENTATION DATE:</b>	<i>December 9<sup>th</sup>, 2018</i>
<b>PLACEMENT DATE / TIME:</b>	<i>December 9<sup>th</sup>, 2018, Roxby Square</i>
<b>TOTAL HOURS:</b>	5+ hours
<b>STUDENT GRADE LEVEL:</b>	<b>10-12</b>
<b>TOTAL # OF STUDENTS:</b>	<b>6-8 Students Roxby Square/Plaza 33</b> <b>4 Students Willow Park Shopping Centre</b>
<b>MyWEX Employer, Activity:</b>	URBA, 2018 Annual Christmas Light Up

*\* Students will be contacted to confirm their participation at the event and their rotation schedule.*

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### PROJECT OUTLINE

The free, family-oriented event will take place on Sunday, December 9th, 2018 from 3:00 - 7:00 p.m., in beautiful Roxby Square. Roxby Square is located on Highway 33 and Roxby Road, across from the Plaza 33 Mall. The Uptown Rutland Christmas Light-Up celebrates the start of the Christmas Season with the singing of favorite Christmas songs, hot chocolate, cookies, the lighting of the Christmas Tree, and a visit from Santa. Over 400 people will join the celebration.

Student volunteers will help with the set-up, line-ups, social media (tweets about the event), photographs and the take-down, after the event. All volunteers will be provided with Santa or Elf hats and their share of hot chocolate and cookies.

### SKILLS REQUIRED

- Although the barricades, safety cones and line-up ropes are not heavy, students should be fit enough to move these items easily.
- Students assisting should be comfortable working with children.
- All volunteers are required to be professional and reliable, have a clean and neat appearance and a positive attitude.
- Most volunteer duties require standing for long periods.
- Ability to "tweet" and/or use facebook from their cell phones throughout the event.
- Take photographs using camera provided and/or cell phones.

## **PROJECT OBJECTIVES**

1. Students will have an opportunity to participate in a fun event that is unique to the rutland neighborhood.
2. Students will gain hands-on experience in event set-up and take-down, working together collaboratively and, most importantly, have fun at a well-loved community event.
3. URBA wants to develop a long-term connection with students in the rutland area.

## **STUDENT OUTCOMES**

- An opportunity to show the community a positive student image.
- How to work collaboratively with adult volunteers.
- How to do set-up for an event with an expected attendance of over 400.
- The importance of volunteers to a community event.
- Most importantly, students get to visit with Santa!

## **EDUCATION PREPARATION**

- Students will attend a volunteer orientation at rss during school hours. Ms. Caldwell will arrange a time with URBA and advise students.
- Each student will be contacted by the volunteer coordinator and advised of any additional instructional requirements.
- Students must bring a work experience education program placement agreement (signed by their parent/guardian) to the orientation in order to participate.

## **PROJECT PLACEMENT RESPONSIBILITIES/TIMELINES**

- Career centre managers please email applications to [julie.melia@sd23.bc.ca](mailto:julie.melia@sd23.bc.ca) no later than friday, november 25, 2016.
- Students must agree to attend the orientation meeting at rss during school hours (ms. Caldwell will arrange a time with urba and advise students).
- All students will meet at willow park plaza on sunday, december 4th at 2:00 pm.
- The uptown rutland christmas light-up event takes place on sunday, december 4th from 3:00 - 6:00 pm. Take-down is complete by 6:30 pm.

## **STUDENT MENTORING/COACHING**

Students will be working directly with urba executive director and administrative assistant and other experienced adult volunteers. The students will report to URBA executive director who will be supervising their duties.

## **FOLLOW UP**

Upon completion of this project placement, the students will have:

- attended a volunteer orientation meeting
- worked collaboratively with adult volunteers
- learned how to do set-up for a mid-size event
- event organization and logistics

## 2018 Uptown Rutland Christmas Light-Up Volunteer Project Placement

- learned that volunteering for their communities can be a fun, educational experience
- participated in a community event
- networked with other volunteers and business owners
- evaluated their own experience
- developed an on-going affiliation with the uptown rutland business association

### **EVALUATION**

Students will receive a volunteer survey in which they will be invited to provide their feedback on their volunteer experience, the event in general and how uptown rutland business association can improve on both.

### **Questions?**

Please contact amy wentworth at 250-451-9861 or email [info@uptownrutland.com](mailto:info@uptownrutland.com) .

## 2018 Uptown Rutland Christmas Light-Up Volunteer Application

Please fill out the form below and ask the Career Centre Manager at your school to email your application to [wendalena.langevin@sd23.bc.ca](mailto:wendalena.langevin@sd23.bc.ca) no later than **Friday, November 25, 2016.**

Contact Information			
Name			
School			
Phone	Home:	Cell:	
E-Mail Address			
Volunteer Interests			

Tell us the activities you are interested in volunteering for:


### PARENT/GUARDIAN PERMISSION:

- I, the parent/guardian of \_\_\_\_\_ agree to allow my son/daughter to participate as a volunteer in the 2018 Uptown Rutland Christmas Light-Up on Sunday, December 9<sup>th</sup>, from 3:00 – 7:00 pm. A mandatory Orientation Session will be held at RSS on TBA, December 9<sup>th</sup> during school hours (Ms. Caldwell will arrange the time with URBA and advise students).
- I agree to allow my son's/daughter's photograph to be taken and possibly used for website, print media and/or publication by Uptown Rutland Business Association and/or School District No. 23.

Date: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

Questions?

Contact Uptown Rutland Business Association at: 250-451-9861 or  
Email: [info@uptownrutland.com](mailto:info@uptownrutland.com)