



Get Involved!

Volunteer or Host an Event

Celebrate the 4 years of centennials
with the City of Timmins.

Get Involved - Host an Event

Do you have an exciting and innovative idea for an event that you would like to see occur in the community and one that will promote the upcoming centennial celebrations? If so, you can enjoy the many benefits associated with positioning your event and your group's participation with the 100th anniversary brand. What greater way to showcase your groups pride than by developing an event in celebration of these milestones.

Events could include:

- talks/lectures about the history of Timmins.
- planning and sustainability projects.
- guided or self-guided walks showcasing the places that are special to your group.
- pow wows highlighting Aboriginal culture.
- hosting a Radio Canada "Morning North" live broadcast.
- hosting a Radio Canada historical reading or play at local venues.
- hosting a Canada AM "Live on Location" broadcast.
- exhibitions and historical displays exploring the development of the area.
- historical tours.
- educational competitions or activities.
- awards ceremonies.
- cultural events.
- art activities.
- musical events, and much more.

Use your imagination and collaborate on ideas of what you would like to see happen in our community and how your event will attract tourists and residents, past and present, to participate in these celebrations.

Please provide a detailed outline of your event using the attached "Official Event Template" Please refer to the "100th Anniversary Community Event Guidelines" to ensure that your event meets the eligibility criteria. All events must be registered with the 100th Anniversary Committee 90 days prior to the event date.





Official 100th Community Anniversary

Event Guidelines

The events included in the 100th anniversary celebrations calendar 2009 to 2012 are formally recognized and sanctioned as official 100th anniversary celebrations.

Anniversary Events.

To be recognized as an official, sanctioned 100th Community Anniversary.

Event, the following must be considered:

- a. The event should be linked in theme to the anniversaries.
- b. Your group must provide a detailed outline of the event (i.e. date, fees, funding/sponsorship, number of volunteers, equipment needed and all other pertinent information required for the event)- see event template.
- c. Your group is responsible for all funding and sponsorship opportunities.
- d. Your group is responsible for all permits required for the event.
- e. Your group is responsible for advertising and promotional costs.
- f. All events held in City owned venues must follow all rules and regulations of the City of Timmins. The schedule of rules and regulations governing events is available from Leisure Services at 360-2600 ext 4355 or can be requested by e-mail at leisure@timmins.ca All sanctioned events must satisfy the City's insurance requirement of a minimum of \$2 million in coverage. The City of Timmins must be named as co-insured on the policy, and a valid Certificate of Insurance must be filed with the City of Timmins no later than 30 days prior to the event date.
- a
- g. The event must promote pride in the community's heritage and create opportunities for community tourism.
- h. Foster strategic alliances among a range of community partners.
- i. Final approval of the events will be decided by the 100th Anniversary Committee.
- j. Approved events will be allowed the use of the 100th anniversary logo, calendar of events and all promotional material.



8. How will you inform local residents and/or businesses about your event?

9. Total Budget and In-kind donations:

Identify all in-kind and corporate donations. Please indicate which donations are approved and which are pending.

Item	Source (Name of Corporation)	Contact (Business name and number)	Estimated Dollar Amount	Approved or Pending (Please indicate)
Total In-Kind Donations:				\$

EVENT BUDGET		
EXPENSES – EVENT ONLY	Proposed	Actual
<i>Category Proposed Actual</i>		
Staff: salaries and expenses		
Volunteers: expenses		
Honorariums/Professional Fees		
Materials/Supplies		
Equipment		
Publicity & Promotion		
Permit/Space Occupancy		
Utilities (e.g. phone)		
Insurance		
Accounting: audit, bank fees		
Entertainment		
Other:		
Other:		
Other:		
TOTAL EXPENSES (A)	\$	\$
REVENUE – EVENT ONLY	Proposed	Actual
Self-generated (e.g. admissions, vendors)		
Private Sector		
Government Grants		
TOTAL REVENUE (B)	\$	\$
IN-KIND DONATIONS [See Q #13] (D)	\$	\$
TOTAL REVENUE PLUS IN-KIND DONATIONS (B+D)	\$	\$
TOTAL EXPENSES LESS TOTAL REVENUE (A-B) = C	\$	\$

Note:

10. ORGANIZATION ENDORSEMENT AND BOARD/EXECUTIVE APPROVAL (if applicable)

Organization Name: _____

On behalf of, and with the authority of the organization named above, we hereby declare that the organization has adopted and upholds equal opportunity and non-discrimination policies by which discrimination on the grounds of race, creed, colour, national origin, political or religious affiliation, sex, sexual orientation, age, marital status, family relationship and disability is prohibited by and within the organization.

We certify that, to the best of our knowledge, the information provided herein is accurate and complete. We also acknowledge our responsibility to inform the City of Timmins in writing if there are any changes to the project and its finances.

I also certify that this application was approved by the Board of Directors/Executive at its meeting held on _____.

(please print) **Name and Title of Chair of Board or Designate**

Date

Signature of Chair of Board or Designate

Date



Get Involved - Volunteer

Volunteering is a great way to take part in our community and celebrate the 100 Year Anniversaries of Timmins. It can also be a great opportunity to meet new people and learn new skills. Consider spending some time with the City of Timmins and volunteering at a centennial event.

Whether you're a high school/college student looking for credit towards your volunteer requirements, or just looking to meet great new people while giving back to your community and sharing in the 100 Year celebrations we have something for you.

Volunteers are needed in many areas

- Guest Relations
- Marketing
- Event Patrol
- Parking
- Event Clean Up
- Security
- And many more

You don't need special skills

We will match your interests and abilities with available projects and areas for adoption. Also we will provide you with the recognition, support, tools and instruction to make your volunteer experience in Richmond's open spaces as fun as possible.

How to volunteer

Are you...

- Interested in festivals and events?
- Over the age of 16?

If yes, then you are eligible to become a volunteer with the City of Timmins Centennial Celebrations.

Becoming a volunteer is easy:

1. Read about the volunteer positions available (visit the events at www.Timmins100.com) to see the types of events, find out if your skills, talents and interests match our team needs.
2. E-mail timmins@positivelytimmins.ca and see how to become a part of the team.

For more information please contact:

100th Anniversary Community Event Secretariat
C/O Positively Timmins
3 Pine Street South
Timmins, Ontario
Tel: (705) 264-2182
Fax: (705) 264-2236
E-mail: timmins@positivelytimmins.ca



Official 100th Community Anniversary - Volunteer Application



Contact Information

Name	
Street Address	
City, Province, Postal Code	
Home Phone	
Work Phone	
E-mail Address	

Availability

During which hours are you available for volunteer assignments?

- | | |
|---|---|
| <input type="checkbox"/> Weekday mornings | <input type="checkbox"/> Weekend mornings |
| <input type="checkbox"/> Weekday afternoons | <input type="checkbox"/> Weekend afternoons |
| <input type="checkbox"/> Weekday evenings | <input type="checkbox"/> Weekend evenings |

Interests

Tell us in which areas you are interested in volunteering

Administration

Events

Field work

Security

Marketing

Volunteer coordination

Other

Other

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

Previous Volunteer Experience

Summarize your previous volunteer experience.

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Person to Notify in Case of Emergency

Name	
Street Address	
City, Streey, Postal Code	
Home Phone	
Work Phone	
E-mail Address	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

Note:

Our Policy

It is the policy of The City of Timmins to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us.





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