



## NYC VOLUNTEER AFFILIATE FOR NYC ZOUK FESTIVAL 2019

INTERESTED IN BECOMING A VOLUNTEER AFFILIATE for NYC ZOUK FESTIVAL?

Interested in trading your time for a festival experience you'll never forget? Volunteer at NYC ZOUK FESTIVAL 2019!

**What are the requirements and terms and conditions to be a Volunteer at NYC Zouk Festival?**

- Volunteers must be 18 years or older on or before May 1, 2019.
- FOR NEW VOLUNTEERS that have never been on our staff, there is a \$20 non-refundable application-processing fee, which will be taken out of your registration deposit. This includes book keeping and accounting on our end including volunteer shirt at less than wholesale price, and will be taken out of the required deposit. Note\*\* If you have a NYC Festival T-Shirt from Previous Years, you can use this shirt. Volunteers who, have been with us and already have a shirt will start out with a non-refundable application of \$10.
  - NEW REGISTRANT VOLUNTEERS application fee \$20
  - PREVIOUS VOLUNTEERS who have Shirts \$10
- In addition to the application fee, you will be required to pay the cost of a 3-day discounted ticket as a deposit (Average of \$175) via registration on the nyczoukfestival.com website OR any full purchase tickets such as a performers pass or early bird pass. You will be required to pay the deposit and application fee (i.e \$175 total) at the time of registration and before September 5<sup>th</sup> 2019. YOU DO NOT NEED TO PAY if you already purchased a ticket.
- A Company Check will be refunded to you in the amount of **the \$10 \* hours worked in Morning until 10:00PM + \$15 \* Hours worked in the evening after 10:00 PM minus application fee** will be refunded within 10 days at the end of the festival as long as you complete your work requirements and follow the volunteer rules. If you fail to complete

the work requirements or follow the volunteer rules, you will forfeit your deposit. (Essentially you will just end up paying for a ticket.

- Once you have paid your deposit, and have been accepted and scheduled, you will be notified via email. Please provide a valid email address at the time of registration. This will be the main way that we communicate with you.
- Volunteers must be on time for all shifts.
- Volunteers must behave in a cordial way to all festival attendees.
- Volunteers will be provided a t-shirt to wear while working and are required to take it off while not working.
- There is a zero tolerance policy for the usage of alcohol or illegal drugs during your volunteer shift. You will be subject to standard legal action for consumption and your deposit will be forfeited.
- If you are caught under the influence, stealing, or passing your wristband during your shift, you will forfeit your deposit and lose your access to the festival.
- Accepted volunteers are given a 3-day NYC ZOUK FESTIVAL pass to the festival. This is a non-transferrable festival wristband.
- Volunteers **MUST** check in with the Volunteer Lead at every shift to ensure that area is covered.

### **What are the shifts like?**

**Pre-festival volunteers** will work a minimum of 2-4 Hours before October 3<sup>rd</sup> – 7<sup>th</sup>. All pre-festival volunteer spots are currently filled for the 2019 festival.

**During and post clean up festival volunteers** may work up to at least and at minimum 6-10 Hours depending upon how many volunteers we have. Plan to arrive 15 minutes prior to your first assigned shift. During the festival, volunteers will work at least one morning shift and one late night or early morning shift to ensure that everyone works equal time and that schedules are balanced.

Show up on time and complete your assigned shifts, and **\$10 \* hours worked in Morning until 10:00PM + \$15 \* Hours worked in the evening after 10:00 PM minus application fee** will be refunded!

### **How do I apply?**

- Please note even if you apply, you are not guaranteed any number of volunteer hours. Volunteer Hours are based on Festival Need and the number of Volunteers we have registered. Volunteers will be selected based on first come first serve basis meaning they completed the registration form and paid the registration fee.
- Read through all of the information and requirements to become a NYC ZOUK FESTIVAL 2019 volunteer.
- Fill out the NYC Zouk Festival volunteer application. Please ensure you provide a valid e-mail address. This is how you will be contacted between now and the festival. You must be available to work each of your assigned shifts.
- After you fill out the application, be sure to pay your deposit. All NYC Zouk Festival volunteers must pay a Full PASS deposit or performers pass or early bird pass. All

deposits must be received by September 5th, 2019. Provided that you show up on time to all of your shifts, fulfill your assigned duties and don't break any rules, **\$10 \* hours worked in Morning until 10:00PM + \$15 \* Hours worked in the evening after 10:00 PM minus application fee** will be refunded to you within 10 days of the end of the festival.

- The NYC Zouk Festival will notify you via email for all communication. Please remember that the trick is to be flexible and be willing to lend a helping hand!
- Check-in information will be sent to you prior to the event. You will be notified of your shifts and the check-in location via e-mail. When you arrive, you will be given your volunteer t-shirt and general admission wristband.
- Show up on time. Work hard. Enjoy the festival. Make sure you check in and out for each shift! Remember, all NYC Zouk Festival volunteers are expected to dress appropriately, wearing their NYC Zouk Festival volunteer CREW t-shirt.
- Please be aware that storage space is limited for staff and volunteers. Please leave valuables at home.
- If for any reason you need to cancel, be sure to cancel your application in writing via email to [info@NYC Zouk Festival.com](mailto:info@NYC Zouk Festival.com) before September 5th, 2019. **All refunds related to cancellation, as well as a confirmed completion of festival shifts, will be processed within ten days after the festival. Please remember the \$15 processing fee is non-refundable and will be taken out of your refund. \$15.00 will include application processing and a festival T-Shirt, which is provided at a lower cost than what it sells.**

### **Volunteer Applications Terms and Conditions**

- I understand that I am applying to be a volunteer at The NYC Zouk Festival Event for which I will receive no compensation.
- I understand that there is no guarantee that I will be selected to be a volunteer at the Event or even get Shifts scheduled to me. I understand that it based on need and Volunteer resources.
- I am currently over the age of 18 or will be over the age of 18 by May 1, 2019.
- I attest to the truth of all statements made in my application.
- I understand that the use of alcohol and/or controlled substances before or while on duty is strictly prohibited. Violation of this policy will result in immediate dismissal from the NYC Zouk Festival, repossession of all credentials, forfeiture of deposit, and removal from the festival grounds.
- I understand that if I violate any event rule, I will lose my allocated refunded deposit.
- I acknowledge that I have read and fully understand these terms and conditions.
- Confirmed volunteers that have to cancel for any reason will be refunded the full amount of their deposit ( ie \$175) if the cancellation is given in written notice via email to [info@nyczoukfestival.com](mailto:info@nyczoukfestival.com) before September 5th, 2019. Confirmed volunteers that cancel after September 5th, 2019 will forfeit their application fee with no exceptions.

### **FAQs**

*Where will I be working? Can I choose where I will be placed?*

You will be assigned to a volunteer shift based on festival needs and your skills. You will find out what shifts you will be working when you receive your confirmation e-mail. Some of the possibilities include:

- Registration Check in Process ( Communication, transfers, refunds, questions to ensure a smooth process)
- Jack and Jill Setup (ie FLOOR MOM), and BreakDown, Closing of Chelsea Studios
- Book Keeping/Accounting (This I already accounted for)
- Performances Coordination and Follow-Up
- Artist/Instructor Logistical Management
- Dare to Zouk Program Coordination
- Opening Chelsea Studios/Greeters/ Info Booth / Customer Service
- Site Operations / Ice / Water / Set Up / Tear Down or Runner – A Runner is responsible for getting anything the Festival Needs at the time. He or she may be responsible for going to Places to acquire goods and services needed to run the festival.

*Why do I have to pay a festival past?*

We want to provide you with a valuable, worthwhile experience. In order to plan an awesome experience both for you and the festival, a deposit helps us ensure that volunteers will show up on time and do the jobs that they agreed to do. If you show up on time, follow the rules, and work diligently on the tasks assigned to you, your allocated deposit amount will be refunded. We have been in unpredictable positions in previous and past festivals, and we have found that this is the best way to ensure that we are all working together to make this a GREAT FESTIVAL!!!

*What are the perks of being a NYC Zouk Festival AFFILIATE volunteer?*

- Attend the festival at your leisure outside of your work shifts
- Participate in the inner-workings of the 2019 NYC Zouk Festival
- Get a NYC Zouk Festival volunteer t-shirt
- Have an awesome experience!

*When do I show up for my shift?*

Please arrive 15 minutes before your assigned volunteer shift begins and be ready to work. You will receive a volunteer t-shirt prior to your first shift. You will be expected to wear it while you are working, and you will be expected to take it off while you are not working. As we get closer to the big weekend, additional details will be sent about checking in for your shifts!

*Is transportation or accommodation provided?*

No. All volunteers are responsible for their own transportation to and from the festival. There is no lodging or accommodation provided for volunteers.

If your question is not answered in these FAQs, please email [info@nyczoukfestival.com](mailto:info@nyczoukfestival.com). Please note that due to an overwhelming number of emails, we will not respond to questions if the answer is listed above.