**Volunteer Guide**

**Powwow Times 1st Annual International Powwow**

**Location:  Exhibition Hall, Red Deer Westerner**

Thank you for volunteering at our powwow.  Support from people like you is what will allow this community to grow.  During this three day event 200 plus volunteers will be helping out.  There might be times during this event that you will be re-tasked to help in other areas during the various roles peak busy times.

Volunteers and Head Staff are asked to wear the Powwow T-shirts provided.  One shirt per volunteer.

Head Staff and Organizing Committee are wearing the black shirts and volunteers the orange ones.

The Powwow is following all Alberta Health Services Guidelines including the Restriction Exemption Program.  As a volunteer you are considered staff vs attendee under the AHS Guidelines.  At the start of each shift you will be asked to verify one of the following:  (1) vaccination card/qr code and government issue photo id, (2) a negative Private Covid Vaccine test from the past 72 hours (these expire every 72 hours from the time of the test) or (3) valid doctors exemption.  At check in, we need to record your name, email and phone number and that we validated this for AHS.

All attendees must also follow the REP Program rules, but we do not need to track their information.There may be a number of participants coming from other provinces or the United States. They too will have to follow the REP Program.

**Checking in** for your shift and Checking out at the End:  For each shift you will need to come to the Will Call table at the front entrance.  There you will sign the REP documentation. From there you will be told to go the volunteer room for any further information. The volunteer is located inside the hall to the left.

There will be a volunteer room in the main hall.  This is a break area, snack area, a place to store non-valuables.  Any new information that we learn during the powwow will be put up in this room’s message board.

**Schedule of Events:** - on the back page.

Each volunteer area has a lead:  these individuals will be able to help task you in your role.

Breaks – if you need a break or there is down time, please coordinate with one of your area co-volunteers to ensure that you have coverage in the area.  The Programming Committee members will also be available to give breaks.

First Aid Station:  will be located in the Volunteer Area!

Leads are:

* Volunteers:  Kim Verrier, Lynn LeCorre, Diane Gardipy, Delores Coghill, Marrisa Mitsuing
* Sales/Will Call – Evan Staal
* Elders – Diane Gardipy, Tanya Schur
* Floaters/Guides – Lynn LeCorre
* Security – see Volunteer leads, or Search and Rescue Lead

**Why are you following the Restricted Entry Program?** In order for us to have a safe and public  Powwow all attendees must follow the Restriction Exemption Program.  We would not be able to host this Powwow if we did not follow these guidelines.

**What should I wear?**  Comfortable shoes, powwow t-shirt, pants.  As powwow is a ceremony a ribbon skirt or longer skirt can also be worn.

**Will food be provided?**  Yes, we will have snacks available for volunteers in the break room.  This has been sponsored by KalTire and they will be bringing food down for us.

**Entry info**:  There is a fee to enter the Powwow.  (Volunteers do not pay this fee) $20.00 per person for a weekend pass, or $10.00 per day.  Entrance fee is for those 6 years and older.  At the ticket booth, dependent on what they paid for, coloured wrist bands will be given to attendees.  On any given day attendee’s should be wearing one of two colour wristbands.

* Weekend pass: - White with Blue Stars
* Friday only – Red band that reads Friday
* Saturday only – Blue band that reads Saturday
* Sunday only – Green Band that reads Sunday

 Participants can come and go throughout the day.  We just require that they be checked  at outside entrance door each time.

**Quick pass, Quick entry** individuals:  We have a number of individuals that will need to enter the building without waiting in any lines.  They are head staff (identified by black shirts and or lanyards), volunteers (identified by orange shirts or self identifying), Elders, Drummers, Media.

**Volunteer roles:**

**Security volunteers** will work outside the entrance doors to the Exhibition Hall.  Main role will be checking all attendees to ensure that they are complying with Alberta Health Services Restriction Exemption Program.  Peak business will be around Grand Entry times.  Security volunteers will also be present in the exhibition hall.

**Sales/Will Call volunteers** manage all ticket and program sales at the Powwow.  They hand out entrance wristbands.  Provide any handouts and answer general questions regarding the Powwow.  Work with the finance team to ensure smooth entrance and sales for the event.  Will Call table is for advance tickets, head staff, volunteers, media and VIPS to enter.  Sales volunteers will also work the entrance doors leading into the main hall, checking for wrist bands.

**Guides/Floaters** answer general questions and provide direction at entrance hallway and on the main floor.  Be available to support any visitor or volunteer activity.  Help with the giveaway.

**Floater  - Youth and Indigenous PD** – will assist the day’s education team in organizing and directing youth, educators and attendees.

**Elders Lounge:** There are two locations for Elders.  One is the resting lounge and one is closer to main Powwwow viewing area.  Volunteers setup and maintain food, snacks and refreshments.  They need to be available to assist Elders in their needs.

**Powwow! Ohciwin the Origins Exhibition**:  Staff from the Red Deer Museum + Art Gallery will be on hand to provide information and support the exhibition space.

**Powwow Guidelines and Etiquette** – from Hoka Hey! Pow Wow Handbook, Saskatchewan Indigenous Cultural Centre- pages 12-13.

Participants should consult representatives of the Powwow Committee if they are unsure of guidelines or etiquette.

Eagle Feather pick-up – if an Eagle feather falls to the ground, they are believed to be sacred as they retain the spirit of the eagle who is the Great Spirits messenger.  If an eagle feather falls, do no pick it up.  A ceremony will take place.

**General Guidelines:**

·         All participants should have respect for ceremonial objects, regalia, drums and songs.

·         All participants must treat Elders, drummers, singers, dancers, and Powwow staff with respect.

·         Powwows are fun and family orientated events.  However parents should ensure their children are behaving appropriately and do not allow them to run around the dance area.

·         Alcohol, drugs, verbal abuse and unruly behaviour are not acceptable at Powwows.  Do not come to a Powwow if you are intoxicated or under the influence of drugs.

**Powwow Etiquette:**  *much of the following information is background information on general powwow etiquette – the majority of our participants will know powwow etiquette.*

·         People should stand during all ceremonial songs and dances.  These include Grand Entry, Flag Songs, Veteran Songs, Honour Songs and any other songs that the Master of Ceremonies designates as ceremonial songs.  *If you are unsure when to stand, watch for more experienced attendees and notice when they are standing for songs and ceremonies.*

·         Spectators participating in Inter Tribal dances are required to have appropriate attire and behave respectfully in the dance area.  Elders caution that parents do not hold children while dancing Memorial songs unless carrying the child in a carrier on the back.

·         People should take direction from the Master of Ceremonies as he will explain the proceedings.  The MC will announce the different songs and let people know when they can dance and they cannot.  He will also provide other information and news.

·         Powwow dancers wear regalia while they are dancing that should not be referred to as ‘costumes.’  The term regalia more appropriately conveys the sacred nature of the dancers’ outfits.  In respect of its sacred aspect, spectators should not touch a dancer’s regalia unless given permission to do so.  Do not take photographs of Powwow participants without first asking and receiving permission.

·         Powwow dancers must follow proper protocols regarding dances, regalia, drums and songs.  Whistle carriers must ask permission from the Powwow committee or arena director to blow their Whistles.

·         In respect to the gift of life, women dancers must exclude themselves from dancing if they are on their moon time and it is recommended they carry buffalo grass as they are around sacred objects.

**Committee Members and Head Staff Powwow Positions:**

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| --- | --- | --- | --- | --- |
| Patrick Mitsuing | Co-Chair/ Powwow Times |  | Donald Speidel | Master of Ceremonies |
| Marrisa Mitsuing | Co-Chair/Powwow Times |  | Hal Eagletail | Master of Ceremonies |
| Diane Gardipy | Elders Lounge/Volunteers |  | Eric Mentuck | Arena Director |
| Kim Verrier | Volunteers/ MAG |  | George Desjarlais | Arena Director |
| Lynn LeCorre | Volunteers/MAG |  | Dean Johnson | Tipi Keeper |
| Evan Staal | Treasurer |  | Edward Kytwayhat | Elder Pipe Ceremony |
| Delores Coghill | Volunteers |  | Anahi Palomec | Runner, Errands |
| Andrea Lacoursiere | Red Feather Women, Peavy Mart Sponsor |  | TJ Warren | Head Drum Judge |
| Tanya Schur | UAVS, Elders Lounge |  | C & T Tabulations | Tabulations |
| Desiree MacKenzie | ATB Volunteers Lead |  | Curtis Miller Joe | Vendors |
| Lacey Wandler | Red Deer Search and rescue Volunteers Lead |  | Elvin Nicotine | Head Dance Judge |
| Suzanne Hermary | Floater |  |  | Head Dance Judge |
| Teresa Cardinal | Floater |  |  |  |

**Schedule of Events:**

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| **Friday October 22: Youth & Indigenous PD Day**  10:00am - Opening Ceremony  10:30am - Elder Opening Prayer & Story (Lynn Jonasson)  11:00am - Powwow Dance Demonstration (Powwow Times Dance Troupe)  12:00 pm - Lunch / Bring Your Own Lunch  12:00pm - Teen Boys Fancy Special vs Teen Girls Fancy Special  1:00pm - 7 Stations (1 Hour Time Lessons)  - Tipi Raising and Teachings (Dean Johnson)  - Station (TBA)  - Cree Language Lessons (Julia Ouellette)  - Powwow Exhibit Museum (Red Deer Museum & Art Gallery)  - Indigenous Education in Schools (Chris Scribe)  - Station (TBA)  - Station (TBA)  2pm - Bus Departure | **Friday October 22: Evening**  2-5 pm Smaller crew  5 pm Larger volunteer crew arrives to help with entrance  4pm - Doors Open to Public  5pm - Registration Open  6:45pm - Drum Roll Call  7:00pm - Grand Entry  7:30pm - Intertribal Singing (Judged)  7:55pm - Adults Excused - Announce Adult Specials  8:00pm - Dance Categories  - Golden Age Categories  - Tiny Tots  - Jr Categories  - Teen Categories  - Pop Up Adult Category Special (Announced After Grand Entry)  11:00pm - Retire Eagle Staff |
| **Saturday  October 23, 2021**    10 am  - First Volunteer Shift in doors open  11:45am - Drum Roll Call  12:00pm - Grand Entry (Youth & Golden Age)  1:30pm - Intertribal Singing (Judged)  2:00pm - Dance Categories  - Golden Age Categories Finals  - Tiny Tots  - Jr Categories Finals  - Teen Categories Finals  - Pop Up Teen Category Special (Winning Grand Entry Category)  5:30pm - Retire Eagle Staff  6:45pm - Drum Roll Call  7:00pm - Grand Entry (Adult Categories)  7:45pm - Intertribal Singing (Judged)  8:15pm - Tiny Tots  8:30pm - Adult Special  9:30pm - Adult Special  10:30pm - Adult Categories  11:30pm - Retire Staff | **Sunday October 24, 2021**    10am First Volunteer Shift in doors open  11:45am - Drum Roll Call  12:00pm - Grand Entry (All Categories)  12:30pm - Intertribal Singing (Judged)  1:00pm - Tie Breakers  1:30pm - Adult Categories Finals  2:30pm - Giveaway  3:30pm - Specials TBA  4:30pm - Retire Eagle Staff  5:00pm - Announce Winners |