

Form D

SRI LANKA FESTIVAL-2016 CANBERRA

Expression of Interest for participating as a Volunteer

Sri Lankan community members are invited to work as Volunteers during the Sri Lanka Festival.

1.	Name & details	Name				
		Gender	Male		Female	
		Tele: Home				
		Tele: Mobile				
		E-mail				
2.	Age					
3.	Home address					
4.	School/university/working place					
5.	Emergency Contact person & details	Name				
		Tele:				
		E-mail				
		Relationship				
6.	References (Introduced by)	Name				
		Tele:				
		E-mail				

Declaration

I,

(Please insert name of person completing this application)

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hereby submit this Expression of interest form for working as a volunteer at the Sri Lanka Festival- 2016; and

- a) Declare that I have read and understood the information provided in this form;

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- b) Declare that the details I have provided in this form are true and correct; and
- c) Declare that I have read and understood the Sri Lanka Festival 2016 **Information & guidelines provided** for volunteers, and agree to abide by them.

Date	
Signature	

8. Volunteer age under 18 years, require parents' consent.

Parent's Declaration

I consent my child to work as a Volunteer at the Sri Lanka Festival-2016 organized by the Sri Lanka High Commission on 12 November 2016 at No. 61, Hampton Circuit Yarraluma, 2600.

1.	Volunteer's (children) name	
2.	Parent's full name	
3.	Parent's best contact e-mail	
4.	Parent's best contact phone number	
5.	Date	
6.	Parent's signature	

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SRI LANKA FESTIVAL-2016 CANBERRA

Information & guidelines for Volunteers

Information

1. **“Sri Lanka Festival”** is organized by the Sri Lanka High Commission in Canberra.
2. The Sri Lanka Festival 2016 will be held on **12 November 2016** at the Sri Lanka High Commission premises: **No.61, Hampton Circuit Yarralumla 2600 ACT, from 11.00 am to 6.30 pm.**
3. The main objective is to **promote Sri Lanka in Australia and project Sri Lanka as an attractive destination for tourism, trade, investment, culture, wild life, and culinary delights etc.** Therefore, all products/ services/cultural items must be of **Sri Lankan**.
4. The High Commission will appoint a ‘Working Committee’ chaired by the High Commission comprising nominated members of Sri Lanka Associations/groups.
5. The High Commission will organize the **Opening Ceremony of the Sri Lanka Festival** and will arrange the following with the assistance of the Working Committee:
 - Propaganda & publicity for the event
 - Main stage for Sri Lankan cultural performances
 - Children’s corner
 - Electricity supply
 - Common area for visitors with chairs, tables and tents
 - Sounds/music
 - Sanitation facilities
 - Photography/video
 - Services of volunteers
 - Miscellaneous facilities for stallholders & visitors
 - First aid
 - Cleaning

Guidelines

6. The High Commission is expecting to engage Volunteers to several work including the following:
 - Assist publicity work;
 - Assist arrangements at opening ceremony;
 - Assist cultural performance;
 - Assist main stage activities;
 - Assist visitors including disable persons;
 - Assist children’s activities;
 - Assist sale of raffle tickets & raffle draw;
 - Assist tourism and tea promotion;
 - Assist keep the venue in good condition during and after the festival; and

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- Assist High Commission staff during the event.
7. All volunteers are requested to attend all meetings organized by the High Commission.
 8. All volunteers are expected to follow the guidelines/instructions set by the High Commission in relation to Sri Lanka Festival, from time to time.
 9. All responsibilities of volunteers are within the Festival premises, unless coordinated by the Working Committee.
 10. All volunteers are expected to work on assigned work only and any change of responsibilities must be coordinated with the Working Committee.
 11. All volunteers are expected to respect cultural diversities and sensitivities.
 12. All volunteers are requested to act with courtesy towards other volunteers, cultural groups, stall holders, visitors and High Commission staff.
 13. All volunteers are expected to bring to the **immediate attention** of the Working Committee of any dispute/issue/problem occurred during the Festival time.
 14. All volunteers are expected to physically fit enough to work outdoors during the Festival time.
 15. The High Commission will be unable accept responsibility if the festival is cancelled because of adverse weather conditions.
 16. The entire festival premises is a Non smoking area.
 17. All volunteers are requested to avoid any consumption of alcoholic drinks during the Festival period.
 18. The volunteers consent to the Festival Organising Committee taking any images and recordings of the work of the volunteers' during the Festival, for the promotion or reporting for any publicity.
 19. Parking will not be permitted inside the High Commission premises.
 20. Expression of interest for volunteers is assessed and the duties are determined by the High Commission in consultations with Working Committee.
 21. All volunteers are expected to be familiar with information, terms & conditions of stall holders, guidelines for the cultural groups and roles of the staff of the High Commission in connection to the Festival.
 22. All volunteers are expected to follow the decisions made by the High Commission and the Working Committee for the success of the Sri Lanka Festival 2016.

*Sri Lanka High Commission
Canberra
August 2016*