



## Volunteer Step by Step Process

### 1. Register

All interested volunteers for the 2024 Saskatchewan Summer Games will need to register online at:

[https://skg2024.gems.pro/Volunteer/Register.aspx?Volunteer\\_Type\\_GUID=e09568b6-1c12-4f32-afca-9b0d0f8d783f](https://skg2024.gems.pro/Volunteer/Register.aspx?Volunteer_Type_GUID=e09568b6-1c12-4f32-afca-9b0d0f8d783f)

The profile in the registration database needs to be completed in order to move to the next step of the process. A photo is required for accreditation purposes.

**\*To register volunteers will need a valid email address. If they do not have one they can be registered through the office.**

### 2. Screening

Due to this event being a youth event all volunteers are required to complete a Criminal record check and for some positions a vulnerable sector check. There is no cost for screening to volunteers who utilize the outlined process. The screening process is as follows.

- a. Once registration is complete the volunteer will receive an email with instructions and a form letter.
- b. Volunteer takes the letter and 2 pieces of ID (one with photo) to the RCMP detachment as outlined in the letter. Individuals who do not live in or around Lloydminster will be further instructed through the office.
- c. At the detachment volunteers will fill out paperwork and signoff for the check to be released directly to the Games Manager.
- d. If fingerprints are required additional steps will be outlined to the volunteer directly from the RCMP.



- e. Once CRC/VSC is completed the RCMP detachment will notify the Saskatchewan Summer Games Office for pick-up by the General Manager. If a record is found RCMP will communicate with volunteer directly for further steps.

### 3. Scheduling

Volunteers will be able to schedule their own shifts through logging into their volunteer profile at the registration link provided earlier. Notification of when volunteers can begin to self schedule will be sent through email. Watch for this in mid-late June.

**\*For volunteers who are being scheduled by committee chairs, who do not have email or have issues will be able to receive assistance from the Games office or at a volunteer scheduling or orientation event.**

### 4. Orientation

All volunteers will be required to complete a General Volunteer Orientation. These events will be hosted in the month leading up to the Games. At this event volunteers will receive their uniform, and accreditation, learn more about the event and their role and receive additional training if required for their role.

### 5. Appreciation

An appreciation event will be held for all Games volunteers on July 18<sup>th</sup>. More details to come!

### 6. Games!

From July 21 -27 over 1000 volunteers will be working 1000's of shifts to help make the Games happen!