

Responsibilities of the Counsellor

Anyone considering volunteering for the counsellor position should first read through this section.

The counsellor must:

- Submit a security check with registration forms. The check must be current within the last 6 months.
- Speak to parents under your responsibility prior to the National Fair to ensure that the Code of Conduct and structure of the National Fair is fully understood.
- Accept full responsibility for assigned student delegates from your province for the duration of the National Historica Fair, including travel time.
- Ensure that student delegates respect the Historica Fairs Code of Conduct and be willing to take disciplinary actions should it be required.
- Provide supervision and security for the assigned students on and off-site.
- Be familiar with any specific medical, dietary or allergy restrictions of the students under your supervision and be prepared to administer any medication required.
- Be familiar with the names and phone numbers of the delegates' families.
- Be willing to participate fully in all scheduled activities.
- Be prepared to help organize and animate songs around the bonfire, skits, etc.
- Be willing to be responsible for students from other delegations at times.
- Be willing to share the responsibility for night time supervision of at least 10 student delegates all of whom may not be from your delegation.

- Be responsible for the proper storage of the students' valuables.
- Ensure that student delegates are punctual for all events.
- Advise Head of Delegation and/or Volunteer Committee if a student is unable to participate in planned activities, and provide supervision of such students.
- Assist students with set-up, teardown and transport home of projects at the National Exhibition.
- Ensure that all boarding passes and ticket stubs of delegates are returned at the end of the National Fair.
- In the absence of the Head of Delegation, be responsible for the security of travel documents, reconfirming flight times or scheduling of ground travel.

Fax this form to: Historica Fair Team (867) 857-3090.

Nunavut Historica Fair Programme

National Historica Fair Counsellor/Head of Delegation Submission

Head of Delegation

Counsellor

Name: _____

Position: _____

Phone number: _____

Fax number: _____

Community: _____

I speak Inuktitut.
I speak Inuinnaqtun.
I speak English.
I speak French.

I am a non-smoker.

I will be able to pass a security check.

I have experience taking students on a trip.
Explain.

I have taken First Aid/CPR training.
Course: _____ Date: _____
Course: _____ Date: _____

I am an active participant in the Historica Fair Programme.
Explain.

I have previously attended a National Historica Fair as a counsellor.
When:

I think that I would make a good counsellor because:
