

Rotary

Club of Port Moody





VOLUNTEER ORIENTATION

Rotary
Club of Port Moody



Fundraising
Event

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ABOUT ROTARY CLUB OF PORT MOODY

- Rotary Club of Port Moody is a non-profit organisation
- We are small, but mighty, with around 40 members
- Rotary clubs have been a gathering place for leaders, problem-solvers and professionals who want to have a positive impact on their communities
- Through fellowship and fun, we aspire to create change within ourselves, our community and the world
- We are part of Rotary International with over 1.4 million members in over 46,000 clubs around the world

PORT MOODY ROTARY RIBFEST FACT SHEET



- Since it started in 2015, RIBFEST has been the largest annual community event in Port Moody
- A celebration of world-class Barbeque from renowned Ribbers, local food & beverage purveyors on Port Moody's Brewers' Row
- Three full days of inclusive-family-fun with free admission **by donation**
- Family Zone with activities for all ages
- Free live music

PORT MOODY ROTARY RIBFEST FACT SHEET



- An estimated 50,000 guests attend the festival over the three days with 35-40% of those people coming from outside of Port Moody
- This is our major fundraising event
- All proceeds raised by RIBFEST are reinvested directly back into our community to continue to make Port Moody a thriving and sustainable place to live and work

PORT MOODY ROTARY RIBFEST FACT SHEET



- The other Rotary Clubs in the Tri-cities area are also assisting and will receive a portion of the proceeds
- Our Volunteer Organising Team started last October
- It takes between 400 to 500 volunteers to cover the 1,800 shifts



WHEN AND WHERE IS RIBFEST?

- Set up starts Thursday July 16 early morning
- RIBFEST runs Friday July 17 to Sunday July 19 from 11 am to 9 pm all three days
- Tear-down starts Monday July 20 early morning
- Rocky Point Park, 2800 Murray St, Port Moody

VOLUNTEER CO-ORDINATORS



Lisa Barakzai
Event

Peter Muir
Pre-Event

MANAGERS

- Managers will be in a blue Polo and most will have a radio
- Contact them if you have any issues or need a break
- They are the decision makers
- If you have any type of conflict, please find a Manager





UNDERSTANDING YOUR RESPONSIBILITIES

- Arrive at least 15 minutes prior to your start time
- **Do not use any mobile device while you are volunteering**, except for emergencies
- You are expected to complete your full shift at your **destinated location, except for emergencies** (Please inform the Volunteer Coordinator know if you will be late, have to leave for a short time or will leave early)
- You must follow all Manager directions. This is for your and our guests' safety and to ensure RIBFEST is a financial success
- No drinking alcohol before, during or between your shifts

CLOTHING



- You will be provided with a Volunteer tee shirt at the start of your first shift
- The tee shirt is yours to keep
- **WHAT TO WEAR**
 - Sneakers, Street or Close Toe Shoes
 - Yes, you can wear Shorts
- **WHAT NOT TO WEAR**
 - Flip-Flops, Sandals or Open Toe Shoes (This is for your safety)
- You only receive one tee shirt for all your shifts





TEE SHIRT NAME TAG LABEL

- The label is flexible and will last up to five days
- If you need to wash your tee shirt, follow these simple instructions
 - Carefully remove the label and attached it to another tee shirt
 - Wash your tee shirt and dry
 - Carefully remove the label and attached it to your tee shirt
- We have limited supplies so we may not be able to replace damaged or lost name tag label.

FirstName
101



BEING PREPARED FOR YOUR SHIFT

- **WHAT TO BRING**

- Water bottle, there will be re-fill stations
- Hat
- Sunscreen
- Jacket, in case it rains and/or for warmth
- Change of top if you want to be a guest after your shift
- Food, if you have allergies

- **WHAT NOT TO BRING**

- Valuables that you cannot carry with you

Bags/knapsacks can be left at the Volunteer Tent which is a secure location

(We will not be responsible for any missing items)

GETTING To RIBFEST



- TRANSIT
 - SkyTrain Station is Moody Centre
 - 160 Bus to Moody Centre Station
 - From Moody Centre Station:
 - Walk
 - Buses 181 or 182
- ROLL, CYCLE OR SCOOT
 - Storage will be available
- DRIVE
 - We have Volunteer Parking (Parking Pass will be issued and is required)

WALKING OR BUSING FROM MOODY CENTRE STATION



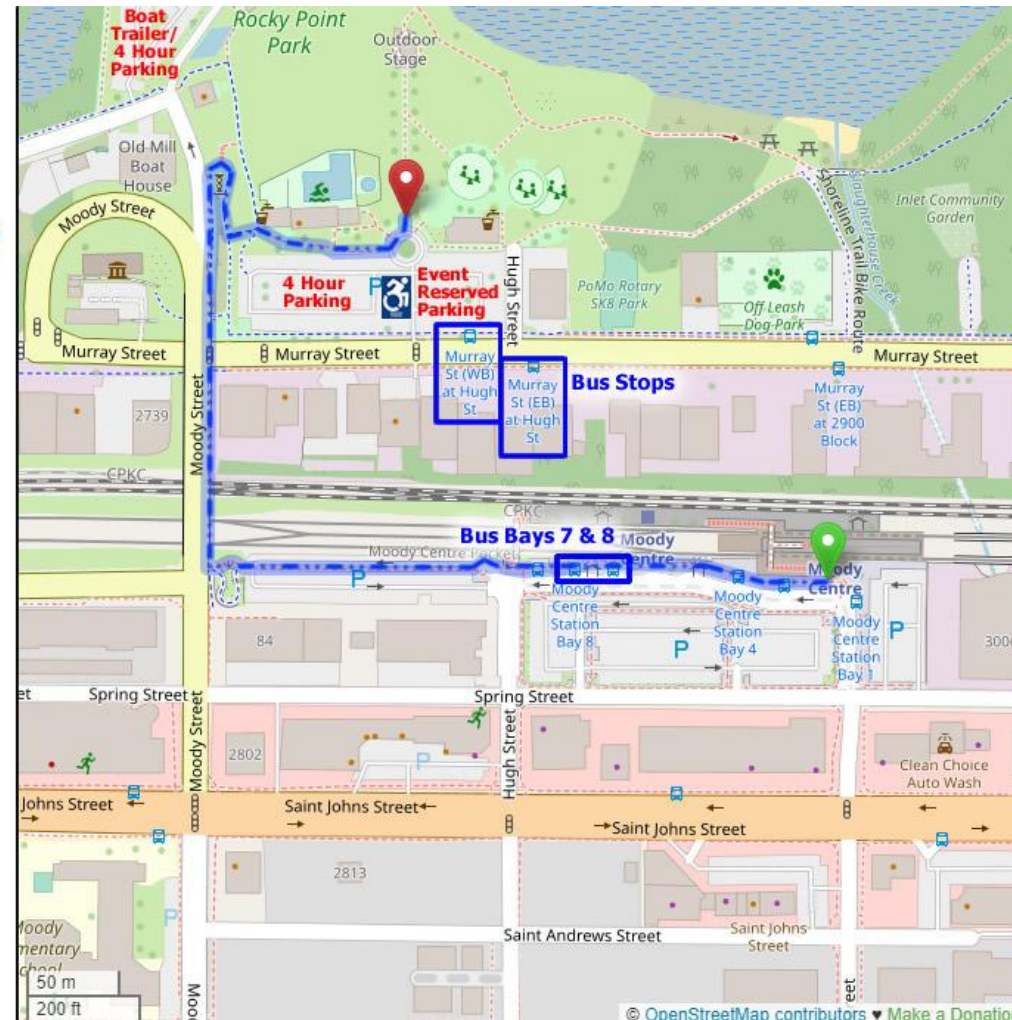
Walking Directions

Distance: 700m. Time: 0:08.

Ascend: 7m. Descend: 12m.

- ↑ 1. Continue 180m
- ↗ 2. Turn right
- ↖ 3. Turn left 10m
- ↗ 4. Turn right 120m
- ↑ 5. Continue 10m
- ↑ 6. Keep right 20m
- ↗ 7. Turn right 200m
- ↗ 8. Turn right 40m
- ↖ 9. Turn left 20m
- ↗ 10. Turn slight right 70m
- ↖ 11. Turn left 10m
- ↗ 12. Turn slight right 10m
- ↖ 13. Turn left 10m
- ↑ 14. Arrive at destination

Directions courtesy of GraphHopper



RIBFEST VOLUNTEER PARKING HOURS* & LOCATION

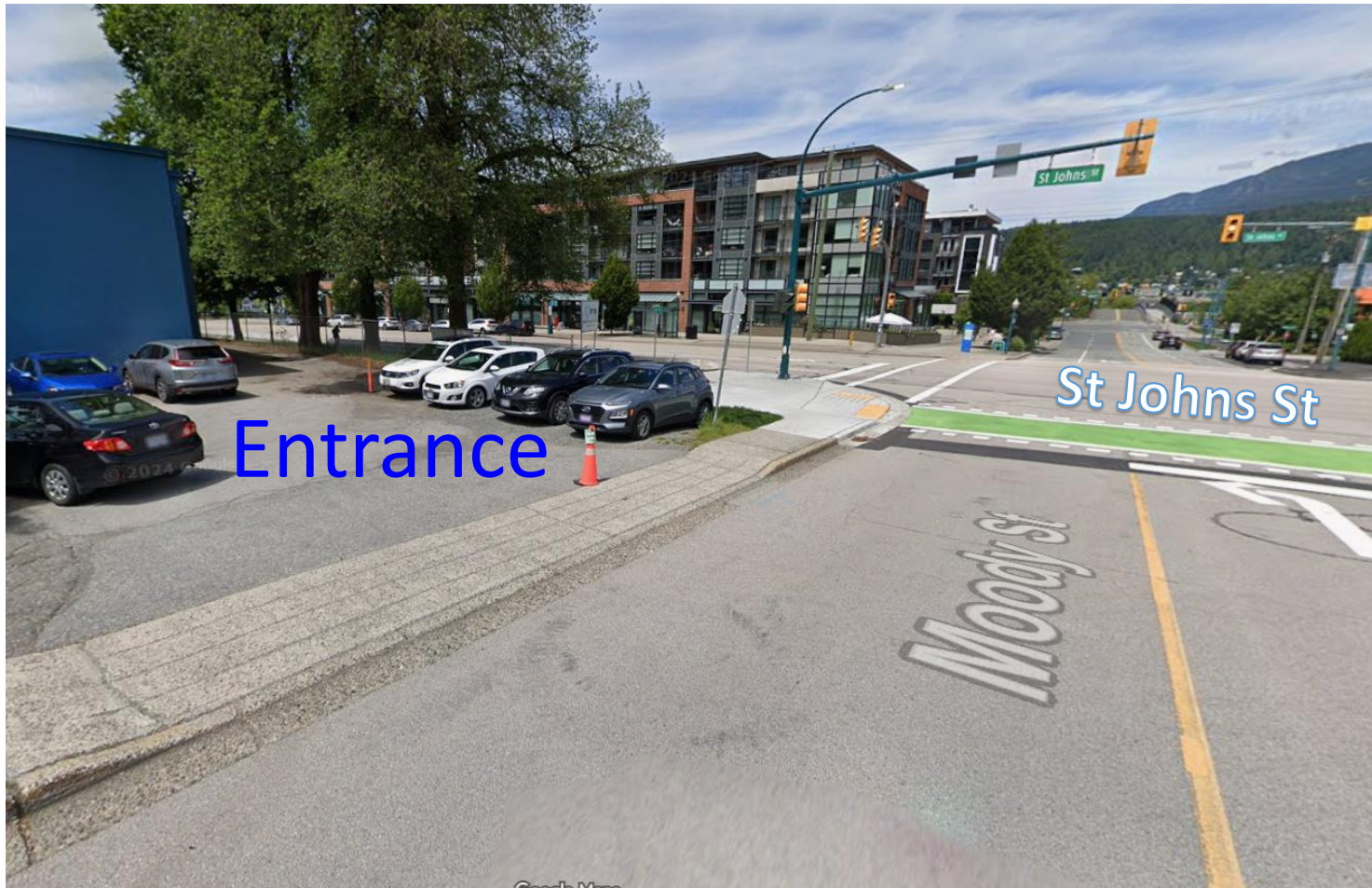
16	July	7:30 am to 6:00 pm
17	July	8:00 am to 10:00 pm
18	July	8:00 am to 10:00 pm
19	July	8:00 am to 10:00 pm
20	July	7:30 am to 4:00 pm

- Not for the public
- Vehicles must be removed by close time or they will be locked in or towed on the July 21
- Non-permit vehicles will towed
- Towing is at Owners' Expense

* Subject to change, check with attendant



RIBFEST VOLUNTEER PARKING



RIBFEST VOLUNTEER PARKING CHECKING IN



- THE FIRST TIME
 - You will be asked to provide your name to the attendant
 - You will receive a Parking Pass for your Shift days
 - Write to phone number on the Parking Pass
 - You **MUST** display the Parking Pass on your Dashboard
- OTHER TIMES
 - Show the Parking Pass to the attendant
 - You **MUST** display the Parking Pass on your Dashboard
- You need to remove your vehicle before closing time

NO SMOKING anywhere in the lot (even in your vehicle)

Any Vehicle without a Parking Pass will be towed at the Owner's Expense

RIBFEST VOLUNTEER SUPPORT AREA



For Volunteers and
the Organising Team
and where the
Lost and Found
located



RIBFEST VOLUNTEER SUPPORT AREA HOURS* OF OPERATIONS



16 July 8:00 am to 4:00 pm

17 July 10:00 am to 10:00 pm

18 July 10:00 am to 10:00 pm

19 July 10:00 am to 10:00 pm

20 July From 8:00 am

* Subject to change

RIBFEST VOLUNTEER SUPPORT AREA

WHAT'S THERE AND MEAL SERVICE?



- Volunteer Tent
 - For Check-in/out, bag storage & information
 - Water, limited snacks & a refrigerator, recommend labeling your food
- Break Tent seating to take a break
- Meal Service
 - Only one meal per person for each meal service
 - Meat or Veggie Sandwich or Wrap and a cookie
 - Priority will be given to the volunteers not able to come to the Volunteer tent (Bar Service, Rotary Lounge, 50/50, Corn Tent, Pop Tent & Back Office)

VOLUNTEER APP – NEW FOR RIBFEST 2025



Using your Volunteer ID you can

- Find your ID using your email address
- Check your Hours
- Check your Shifts



<https://rotaryvol.cedarmaple.ca/>

Port Moody Rotary Volunteer Management

Volunteer Portal

Your Volunteer Certificate will be issued after July 28, 2026

[Video](#) [Hours Lookup](#) [Shifts Lookup](#) [ID Lookup](#) [Home](#)

App closes automatically

© 2026 Rotary Club of Port Moody | Volunteer Management System



[on CedarMaple.ca](https://cedarmaple.ca)
No One is Home

VOLUNTEER APP



Volunteer ID Lookup

Enter Your Email Address:

example@email.com

Search

Lookup Volunteer Shifts

Volunteer ID: 102

Generate Report

Date	Time In	Time Out	Shift Name
17 Jul	10:00 am	4:00 pm	Setup/Tear-down Helper SetTear

Volunteer Hours Report

Volunteer ID: 101

Generate Report

Total Hours for Volunteer ID 101: 4.25 hrs

Date	Time In	Time Out	Duration (hrs)
06 Jul	8:00 am	12:10 pm	4.25



SHIFT CHECK IN/CHECK OUT

- All Volunteers need to check in at the Volunteer Support Tent, so we know who is on site
- We request Volunteers check out at the end of their shifts, so we know who is still on site
- Check In and Out is **required** if you wish to receive a Volunteer Hours Certificate (will be issued 2 to 3 weeks after RIBFEST)

SHIFT CHECK IN



- FIRST TIME
 - Provide your name and your position
 - We will provide you with a tee shirt and check you in
 - If you need a Transit Pass, please ask for one!
 - We will direct you where to go and the Team Manager will provide you with further directions

SHIFT CHECK IN



- OTHER TIMES
 - Provide the attendant with your Volunteer ID
 - We will direct you where to go and the Team Manager will provide you with further directions

SHIFT CHECK OUT



- Provide the attendant your Volunteer ID
- If you want to become a guest after your shift, you must remove your volunteer tee shirt (No alcohol service in your tee shirt)



VOLUNTEER SUPPORT FOOD AND SNACKS

- Water will be available, stay hydrated
- Limited snacks will be available, bring your own just in case we run out or you have allergies
- You can purchase food & drinks from the Ribbers, Corn Tent or the Meet2Eat Food Truck (vegetarian and vegan options) & Pop Tent
- For your breaks, we have a tent in the Volunteer Support Area

FINAL NOTES



- Don't be afraid to voice your concerns. If something bothers you, tell us. We want your feedback. If you feel uncomfortable doing something, we can fix it for you.
- Remember to keep smiling! You are the face of our festival!



No Smoking, No Vaping, No Marijuana at Rocky Point Park

WE STILL NEED MORE VOLUNTEERS



portmoodyribfest.ca/volunteer

THANK YOU FOR VOLUNTEERING



Without you, this
inclusive-family-friendly
festival
would not be possible

Rotary

Club of Port Moody

