



Volunteer
Services
Bureau

VOLUNTEER RESOURCE GUIDE

Growing
community &
working
Together

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- The Hants Regional Development Authority for the inspiration and blueprint to create a local Volunteer Resource Guide; and
- Miriam Mahnic, Community Development Officer, Northern Region (Grande Prairie), Culture and Community Spirit, Government of Alberta for her assistance with sorting through the clutter and providing invaluable resources and insights.

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**Government
of Alberta** ■



Purpose of the Guide

This guide has been created as a tool for non-profit and volunteer based organizations in and around the City of Grande Prairie. After hosting several workshops and filtering telephone inquiries to appropriate agencies, the Grande Prairie Volunteer Services Bureau (VSB) felt compelled to produce a useful document that compiled relevant local information.

Information contained in this guide is concise so that it can be found and used easily. The guide was not intended to re-write general information on volunteerism or volunteer management. For more in depth information on a given topic, please refer to the resources and links mentioned throughout this guide.

Contact

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#103, 9823 – 116 Avenue
Grande Prairie, AB T8V 6W7

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Fax: 780.539.5986

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Web: www.gpvsb.com

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About the Grande Prairie Volunteer Services Bureau

The Grande Prairie Volunteer Services Bureau (VSB) is the heartbeat of our community's voluntary sector. We work collaboratively with over 90 different non-profit organizations, educational institutions, workplace volunteer programs, the justice system, and individuals to develop a vibrant, growing community that cares.

The Volunteer Services Bureau does more than match volunteers with organizations that need them. Our core activities are:

- To provide volunteer recruitment and referral for and to volunteer-involving organizations;
- To provide professional development and training opportunities for volunteer-involving organizations, volunteer managers and coordinators, and volunteers;
- To develop and provide resources applicable to the non-profit voluntary sector (NPVS) in our area;
- To be the voice of our region's volunteers and volunteer-involving organizations at provincial and national levels;
- To promote volunteerism through such initiatives as National Volunteer Week and International Volunteer Day;
- To promote and provide volunteer recognition for our community; and
- To operate a Volunteer Centre in Grande Prairie.

Belief Statement

Volunteers make an important contribution to society.
Volunteerism enhances the quality of life for everyone.

Mission Statement

The Volunteer Services Bureau provides resources and promotes volunteerism for our community.

Society Objects

The Objectives of the Society are:

1. To promote and strengthen volunteerism in the community at large through a variety of activities;
2. To recruit and refer volunteers to non-profit agencies and registered charities;
3. To provide workshops and seminars to volunteers on various topics for example: board management, stress management, etc.
4. To operate a Community Centre on volunteering.

History of the Volunteer Services Bureau

The Volunteer Services Bureau was established in 1969 and managed by the founding group until 1971 when the Canadian Mental Health Association received a PEP (Priority Employment Program) grant to hire a part-time coordinator.

In 1974, permanent funding was obtained from Preventive Social Services, and the Preventive Social Services Director became an ex-officio member of the Management Committee. Arrangements were made with the City of Grande Prairie to process Volunteer Services Bureau accounts and payroll through the Preventive Social Services system. The Management Committee continued to direct and manage the Volunteer Services Bureau with the Preventive Social Services director providing some supervision to the staff as required.

The project was terminated in 1975. The Management Committee began negotiations with City Council for funds to reinstate the project under the original mandate. Confirmation of the original

mandate was obtained by Motion of City Council in January of 1979. The service was incorporated as an independent society on April 12, 1983.

The original objective of the Volunteer Services Bureau was to place volunteers in worthwhile and meaningful activities. That mandate has since evolved into the present day Mission Statement, Goals, and Objectives of the organization.

Board Governance

A society is defined as "five or more people who share a common recreational, cultural, scientific, or charitable interest."¹

Societies should consider the following benefits of incorporation:

- Individual members may not be held responsible for the incorporated society's debts;
- The incorporated society may enter into contracts, independent of its members;
- The public's perception of an incorporated society is that it is stable and will continue to exist with some permanence;
- An incorporated society may be eligible for corporate and government funding; and
- To meet one criterium towards becoming a registered charity with Revenue Canada.²

A society is governed by a Board that may take one of two forms:

- **Governance** – The Board members' overall responsibility is that of governance which includes providing leadership, setting direction, establishing policies, and ensuring sound management of the Society and its resources.
- **Administrative (or Operational)** – When staffing is either not an option or is limited, board members may assume an operational role, as well as a governance role. The Board members will perform the day-to-day activities of the Society in addition to their governance roles.

Whether in a governance or in an operational role, the Board is legally responsible for ensuring that management functions are carried out and is accountable for both operational and governance functions.

For complete information about societies in Alberta including regulations, please visit www.servicealberta.ca/716.cfm.

Organizations who are seeking assistance with Board governance, incorporating as a Society, or registering as a charity should consult one of the following programs:

Miriam Mahnic, Community Development Officer

Northern Region (Grande Prairie)
Culture and Community Spirit
Government of Alberta
Main Floor Provincial Building
10320 - 99 Street
Grande Prairie, AB
T8V 6J4
Tel: 780.538.5644
Fax: 780.538.5617
E-mail: miriam.mahnic@gov.ab.ca

¹ <http://www.servicealberta.ca/900.cfm>

² <http://www.servicealberta.ca/900.cfm>

Board Development Program

Government of Alberta (in partnership with Grant MacEwan College, Resource Centre for Voluntary Organizations, Wild Rose Foundation, Volunteer Calgary, and the Muttart Foundation)

#907 Standard Life Centre

10405 Jasper Avenue

Edmonton, AB T5J 4R7

Tel: 310.0000 ask to be connected to 780.427.2001.

Fax: 780.427.4155

E-mail: bdp@gov.ab.ca

Web: www.albertabdp.ca

Community Futures of Grande Prairie & Region

(Formerly known as SMEDA – Saskatoon Mountain Economic Development Authority)

104 – 9817 – 101 Avenue

Grande Prairie, AB T8V 0X6

Tel: 780.814.5340

Fax: 780.532.0553

Web: www.cfofgp.com

Please note: The VSB does not offer individualized consulting services to Boards.

Volunteer Recruitment & Management

Volunteer recruitment can be a fun experience, or it can be daunting. The first step to making any experience exciting is having a positive mindset. If your organization needs volunteers, this is usually a good sign – you're active, you're expanding! Be enthusiastic about your organization, why volunteers are needed, and how volunteers will benefit from spending time assisting your organization. Have energy when approaching volunteer recruitment and the job will be much easier.

Planning

Unfortunately, too many organizations are scrambling to find volunteers. When volunteer recruiters feel stressed, it shows. To avoid the stress of last minute recruitment, organizations need to spend time planning their volunteer needs and establishing how they will meet these needs long before the volunteers are actually approached.

Planning can be as simple or as complex as the needs of the organization. Entire courses are taught on project planning; however, we will focus on a very basic assessment of volunteer needs.

1. Tape together a few pieces of paper lengthwise (like a banner) and tape it to a wall. List the months of the year across the top of the paper, making twelve columns. Having the "calendar" on the wall and being able to stand back from it can help you get a better view of a year in full.
2. Quickly mark down the events that happen over the year for which your organization will need volunteers.
3. Assess the events. Events needing fewer volunteers may need less lead-time than major events. However, don't be fooled by event size alone. Events that involve vulnerable populations (i.e. children) may need more lead-time for in-depth screening practices. Understanding what you will need your volunteers to do is very important at this stage. If you haven't already created volunteer job descriptions³, now is the time. Not only will it

³ A generic volunteer position template can be found at www.volunteeralberta.ab.ca/screening/additional_resources.html.

- help you execute the event planning more smoothly, it will also assist in volunteer recruitment, because people like to know what is expected of them *before* they commit.
4. From the event time, move backward on your calendar and start marking when recruitment will need to begin to obtain the quantity and quality of desired volunteers. Now, move back in time on your calendar just a little bit more to create a buffer zone.

This type of rudimentary planning does not have to be pretty. It is simply a tool to help organizations start seeing the bigger picture.

Now that you know what you need your volunteers to do and how many it will take to get the job done, it is time to recruit.

- Start with those who have volunteered with your organization in the past and also ask them for a referral. Get the contact information so that you can be proactive in the recruitment, rather than "waiting to hear back."
- Friends and family of the organization's members are often a great source of volunteers.
- Use complimentary databases, volunteer listings, public service announcements (PSAs), etc. These services will be discussed later in this guide.
- Free listings are good but passive. To maximize your volunteer base, be active, get on the phone and ask. 44 per cent of "non-volunteers" polled in the 2007 Canada Survey of Giving, Volunteering and Participating cited "not being personally asked to volunteer" as a reason for not volunteering. 24 per cent cited "did not know how" (to volunteer).⁴ These percentages are up 7 and 4 per cent, respectively, from 2004, which further highlights the need for proactive approaches to volunteer recruitment.

Screening

Volunteer screening has received a lot of attention lately. Free Police Information Checks (PIC) are available through the local RCMP station if the person indicates they are being screened for a volunteer position that may work with vulnerable populations. However, not all volunteers need to have a PIC. Organizations should assess the risk of each volunteer position and determine if a PIC is necessary. The greater the risk, the more diligent screening must become.

A wealth of information including online screening resources developed by Volunteer Alberta can be found at www.volunteeralberta.ab.ca/screening/.

Building a Relationship

Be sure to stay in touch with volunteers before, during, and after an event. Volunteers want to feel appreciated and a simple act of addressing a concern or saying "Thank you!" can go a long way. Events that occur annually can be much less stressful if volunteers return year after year. Making a little effort today can result in much less effort down the road.

Human Resources

Completing Student Grant Forms

Both the Province of Alberta and the Federal Government of Canada offer assistance for hiring summer students. Currently, these programs are called Summer Temporary Employment Program (STEP)⁵ and Student Work Experience Program (SWEP)⁶, respectively, with application deadlines in March and February. Too often these deadlines are missed because organizations fail to mark the dates in a calendar. Using an annual reminder in most e-mail calendar services will create a much more efficient grant writing system. Be sure to schedule reminders well in

⁴ http://www.givingandvolunteering.ca/pdf/reports/Volunteer_Spirit.pdf

⁵ <http://www.employment.alberta.ca/CES/3158.html>

⁶ <http://www1.servicecanada.gc.ca/eng/epb/yil/yep/programs/scpp.shtml>

advance of the actual deadline to adequately prepare your proposal and to prepare your organization's contingency plan in the event funding is not received.

Katimivik Youth Volunteers

Katimivik⁷ is a national volunteer service organization that provides youth with opportunities to participate in various community-based projects across Canada. Although Grande Prairie has been fortunate to host Katimivik volunteers, the program is not guaranteed to return the same communities. To learn more about the program and express an interest in becoming involved, please visit the program's website and contact its regional office.

Volunteer Group Resources

The VSB is a great place to start looking for volunteer resources. Whether you are looking for some written resources to broaden your knowledge of volunteer management or require a volunteer, the services at our office can help.

The VSB offers an on-line listing of current volunteer opportunities⁸ that is also published weekly in the Daily Herald Tribune. Organizations can submit their requests for volunteers to admin@gppvsb.com for inclusion in these services.

In addition to posting volunteers positions, organizations can request a list of potential volunteers to contact from the VSB. When volunteers choose to become a part of the database, they give consent for their contact information to be shared with organizations that have a need for volunteers with particular interests. Based on the interests selected by the volunteer, a relevant volunteer prospect list can be compiled and forwarded to the non-profit organization. *Please note that screening of volunteers is the responsibility of each organization, and no screening has been completed by the VSB.*

Volunteer sharing is becoming a popular topic in many recruitment and retention workshops; however, due to privacy laws, organizations often hesitate to share information about their volunteers. To ensure compliance with privacy laws, the VSB recommends that organizations develop a volunteer orientation package that contains an optional generic form for volunteers to complete to be included in the VSB volunteer database. This form can be printed from the VSB website in the "Forms" section⁹ and returned to our offices by mail, fax, or email. Please see the VSB contact information at the beginning of this guide.

Partnering with other organizations, from service groups to businesses, is also a great way to maximize human resources, either paid or un-paid. "Working in Partnership: Recipes for success"¹⁰ is a Government of Alberta, Ministry of Culture and Community Spirit publication that outlines how to successfully establish, manage, and dissolve a partnership. In brief, put the partnership agreement in writing. The process of "putting it on paper" is simply ensuring that each partner is aware of and accepts the expectations placed upon his or her organization.

Financial Resources

Many non-profit organizations rely on external funding sources to support their operations. Too often, these organizations spend a lot of time and energy searching for templates that promise to reveal how to write funding and grant proposals. Usually these searches come up empty or lead to expensive information that rarely delivers on the promised financial returns.

⁷ <http://www.katimavik.org/>

⁸ <http://www.gpvsb.com/opportunities.asp>

⁹ <http://www.gpvsb.com/forms.asp> - Volunteer Registration (General)

¹⁰ <http://www.culture.alberta.ca/voluntarysector/partnershipkit/default.aspx>

The key to successful fundraising and grant proposals is to ***know your audience***. Government agencies, businesses, and foundations that support non-profit organizations often publicize their "gift giving" policies. Before spending time completing an application or developing a lengthy proposal, organizations should first check the prospective donor's website for criteria related to its giving policies. If the project seems to align with the stated criteria, the organization should then call ahead to discuss its project with the prospective donor. Not only will this call help to clarify if the project will qualify under the criteria, it will also serve as the start of a relationship with the donor.

Often, organizations often fail to recognize how many applications that donors may receive. Give relevant information about the project, but don't inundate the donor with details. An excellent project may be overlooked simply because the funding committee did not have time to read the 500 page proposal. Always keep the guidelines handy and work from the guidelines when developing your proposal.

Community Futures of Grande Prairie & Region¹¹ is currently piloting a project to assist non-profit organizations with grant research and proposal development. For more information, please contact the Grant Specialist Initiative consultant Cheryl King at gsi@cfofgp.com.

Organizations are encouraged to look beyond grants and incorporate an inclusive fund development strategy. Other strategies for fund generation may include:

- Alberta Gaming;
- Earned income and social enterprise;
- Planned giving;
- Fundraising;
- Donations and sponsorships; and
- Other strategies such as cost savings and sharing resources to lower costs.

Miriam Mahnic¹², Community Development Officer with the Ministry of Culture and Community Spirit may be contacted to learn more about these options.

Media Resources

Preparing a News Release¹³

Preparing a news release for the media is a cost effective way to get your event information out to the public. Whether it's radio, television or print coverage, or local, provincial, or national exposure – media attention helps create awareness of your event or festival.

A News Release is a basic element of almost every promotional plan for local organizations. But because media receive frequent requests to promote events, not all news releases get to publication. To ensure that your news release goes to the "front of the line," follow these basic guidelines:

- Use a standardized format for your news release
- Provide information that will interest readers
- Provide information that is timely

¹¹ www.cfofgp.com

¹² Tel: (780) 538-5644 or Email: Miriam.mahnic@gov.ab.ca

¹³ This section has been reprinted with permission of the Hants Regional Development Authority (www.hantscounty.com).

Using a Standardized Format

Begin creating the content for your news release by answering some basic questions about your festival or event and *what* your organization would like to achieve:

The basic questions	For example...
What is the subject or focus?	<i>Gardening Festival</i>
Where and when will the event take place?	<i>Saturday, May 15 at the local community hall between 12 noon and 4 pm</i>
Who is the audience for your event?	<i>Gardeners and their families</i>
What does your event offer its audience?	<i>Gardening tips for adults, free flowers for the kids</i>
What is the goal of the organization?	<i>To raise money to plant a community garden</i>
Who should be acknowledged as contributing to the event?	<i>Volunteers, sponsors</i>

For most organizations the goal of writing a news release is to get good attendance at their event. There are also opportunities during an event or activity and/or as follow up to get media exposure. Follow up reports can, for example, tell the public about how much money was raised during an event, remind them to honour their pledges, and let people know how donations will be used.

Provide information that will interest readers

Giving the entire history of your organizations is not necessary in a press release. Simply deal with the facts surrounding the event you are promoting, and let the activity "speak for itself."

Provide information that is timely

Be conscious of the deadlines for accepting news releases that are in effect at your local newspaper and with publishers of regional newsletters. It is a good idea to promote an event at least three weeks ahead of schedule, to give the participants a chance to plan their attendance. Closer to the date of the event, reminders can be circulated to local radio stations that accept Public Service Announcements (PSA's).

Keeping Track of Media Coverage

It's a good idea to keep a file of all published news releases, articles or video clips for future reference and use. These materials come in handy when you are reviewing the success of your event, and they are often included in sponsorship packages to illustrate public interest in your organization.

*News Release Format*¹⁴

Letterhead

If your organization does not have one, design your own by including the name of the organization, mailing address, email, phone, fax, or web address.

Publication Date

Just under the letterhead it is standard to type "News Release" and the date you wish the article to be published. For example – News Release: For immediate release

Contact Information

Contact information is included so the media can follow up if they have questions about the article or would like further information. Be sure to include your name, the name of the organization, and a contact phone number(s) and email if available.

Headline

The headline is featured in bold italic print. Make sure the headline conveys the central theme of your activity, and contains an active verb. For example: ***Theatre Company Stages "Guys and Dolls"***

Dateline

The dateline indicates the origin of the story and the date, for example: WINDSOR, 28 April, 1999.

The Lead

In the first sentence of your news release, you should invite the reader's interest in your article. The lead is a "hook" that encourages the reader to keep reading the rest of the article.

Body of the Text

The second paragraph of the news release should contain factual information – the where, when, and how of the event taking place. Further detail on the event, and a quote from an organizer, can be included in subsequent paragraphs.

Boilerplate (Optional)

Provide a short description that provides information on the issuing organization.

Ending

Indicate your article is finished by typing -30-. This indicates to the media in Canadian Press style that the article is completed.

¹⁴ This section has been reprinted with permission of the Hants Regional Development Authority (www.hantscounty.com).

Example of Event Promotion:

Contact: Sam Sample
780-888-8888 (Direct)
780-555-5555 (Cell)
sam_sample@email.com

NEWS RELEASE: For Immediate Release

LATE BLOOMERS PLAN EARLY GARDENING SHOW

WEST GORE, May 1, 2004 -- The Late Bloomers Gardening Club in West Gore is getting ready to launch their biggest gardening event of the season – a Family Fun Day at Courthouse Hill.

The "Jeepers Creepers Gardening Show" will take place at Courthouse Hill Community Hall on Saturday, May 30th from 12 noon to 4:00 p.m. Activities include gardening tips for green thumbs offered by Mr. Ulysses Nitrate, and a bulb planting event for children at 2:00 p.m. Families can also enjoy a petting zoo set up outside the hall, and afternoon tea served by the West Gore Women's Auxiliary.

"We're very excited about this year's event, and having a world-class speaker like Mr. Nitrate in our midst," says Gladys Ola, who has chaired the Late Bloomers Club for the past 20 years. "Everyone who attends Saturday's event will receive a free bundle of daffodils, hand-picked by my husband Ernest."

Proceeds raised from the Jeepers Creepers Gardening Show will be used to help plant a Community Garden at Courthouse Hill. The Community Garden project is supported by hundreds of dedicated volunteers in the area, and by Vespers Gardening Supplies, which will provide free radish seeds for the garden.

For more information on the Jeepers Creepers Gardening Event, contact Bud Thespuud at 780-222-2222.

Admission to the event is \$5.00 or a donation of a seed packet to the Community Garden Fund.

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¹⁵ This section has been reprinted with permission of the Hants Regional Development Authority (www.hantscounty.com).

Example of Follow-Up Coverage:

Contact: Sam Sample
780-888-8888 (Direct)
780-555-5555 (Cell)
sam_sample@email.com

NEWS RELEASE: For Immediate Release

BURNCOAT HEAD PARK COMMITTEE UNVEILS FUTURE PLANS

WINDSOR, 10 February 2004 – Plans for improvements to one of the Fundy Shore's most popular tourist sites were revealed at a recent community meeting in Noel this week.

The Burncoat Head Lighthouse and Park is a key tourism site in Hants County, as well as along the Bay of Fundy. The feasibility study and business case for the site, completed recently by Burns Management Inc. based on community input, was released February 1st at a special ceremony at the Municipality of East Hants. It indicates great potential for the site. This study was funded in partnership with Atlantic Canada Opportunities Agency, Municipality of East Hants and Hants Regional Development Authority. Also part of the study was the future site design, prepared by local Summerville landscape designer Casimir Hagmann.

The site currently offers an exact lighthouse replica, beach access, flower gardens and a walking trail. Improved parking, power to the lighthouse and new interpretive displays will enhance the visitor's experience on the site of the *World's Highest Recorded Tides*.

"Burncoat Head Lighthouse and Park receives more than 10,000 visitors each year," stated Charlie McCulloch, Chairperson of the local Burncoat Head Lighthouse and Park Committee, "This plan helps give us a direction and focus to work toward. With these enhancements people will get even more out of their visit to our Lighthouse and Park. We want to encourage visitors to stay longer in our community."

The plan has been submitted for funding to Federal, Provincial, Municipal Government, and corporate partners. As well, the community is preparing to raise its own contributions to the project. It is expected that the work will start late spring of 2004. For more information, contact the Hants Regional Development Authority at (902) 798-2284.

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Public Service Announcements

A Public Service Announcement (PSA) is essentially free advertising for a non-profit organization that may be aired by radio or television stations. As there are many non-profit groups submitting PSA's, you must make your PSA stand apart from the crowd and capture the attention (and retention!) of the listening or viewing audience.

"A good PSA is for the good of the community. For it to do good for the community, your PSA must:

- Attract the attention of your target audience;
- Speak to the audience in their own language;
- Relate to the audience's lives;
- Deliver a single core message;
- Deliver the message with clarity; and
- Motivate the audience to act."¹⁶

Sample Public Service Announcement¹⁷

August 15, 2009

PUBLIC SERVICE ANNOUNCEMENT: FOR IMMEDIATE RELEASE

SMALLVILLE, ALBERTA, August 15th, 2009 – Have you ever been hungry? Not because you're on a diet or you didn't have time to eat breakfast, but because you don't have enough money to buy food? Can you imagine what it's like for a child to go to bed hungry every night? Unfortunately, that's not an imaginary situation for 13,000 children in Smallville. At the Smallville Homeless Shelter, we know you'd like to help. That's why we've made it easy for you to drop off your canned goods at any XYZ Store, all this month. Please take a look at your shelves and see what you can afford to donate. There's a child in our community who will go to bed hungry tonight...unless you help.

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Media Contact:
Sam Sample
(780) 888-8888

¹⁶ How to Write a Public Service Announcement that is Worth Airing, Worth Hearing, and Worth Writing!, Kansas Association of Broadcasters. (www.kab.net)

¹⁷ How to Write a Public Service Announcement that is Worth Airing, Worth Hearing, and Worth Writing!, Kansas Association of Broadcasters. (www.kab.net)

Media Contact List

Print:

Grande Prairie Daily Herald Tribune
Web: www.dailyheraldtribune.com
10604 100 Street
Grande Prairie
T8V 6V4
Telephone: 780-532-1110
Fax: 780-532-2120

Grande Prairie *Ink!*
Web: www.gpink.ca
10604 100 Street
Grande Prairie
T8V 6V4
Telephone: 780-532-1110
Fax: 780-532-2120

The Peace Country Sun
Web: www.peacecountrysun.com
10604 100 Street
Grande Prairie
T8V 6V4
Telephone: 780-532-1110
Fax: 780-532-2120

Television:

Channel 7 Persona
Web: www.channel7persona.ca
9807 – 116 Avenue
Grande Prairie, AB
T8V 4B4
Telephone: 780-513-7647
Fax: 780-539-9799
Email: channel7@personainc.ca

Radio:

104.7 Free FM
FM 104.7 CFRI-FM
Web: www.1047freefm.com
#1 11002 104th Avenue
Grande Prairie, AB
T8V 7W5
Tel: 780-357-3733
Fax: 780-830-7185

CBC Radio One
FM102.5 CBXP-FM
Web: www.cbc.ca/edmonton/
P.O. Box 555
Edmonton, Alberta
T5J 2P4
Tel: 780-468-7500

CKUA Radio Network
FM 100.9 CKUA-FM-4
Web: www.ckua.com

4th Floor - 10526 Jasper Ave.
Edmonton, AB
T5J 1Z7
Tel: 800-494-2582
Fax: 780-428-7624

Q99
FM 98.9 CIKT-FM
Web: www.q99live.com
#104 8716 108 St.
Grande Prairie, AB
T8V 4C7
Tel: 780-882-6612
Fax: 780-882-6708

Rock 97.7
FM 97.7 CFGP-FM
Web: www.rock977.ca
9835 101 Avenue
Grande Prairie, AB
T8V 5V4
Tel: 780-539-9700
Fax: 780-532-1600

Big Country 93.1
FM 93.1 CJXX-FM
Web: www.bigcountryxx.com
#202 9817 101 Avenue
Grande Prairie, AB
T8X 0X6
Tel: 780-532-0840
Fax: 780-538-1266

Shine FM
FM 96.3 CJGY-FM
Web: www.cjcy.ca
#111 10530 117 Avenue
Grande Prairie, AB T8V 7N7
Tel: 780-830-7640

Première Chaîne
FM 90.5 CHFA-5-FM
Web: www.radio-canada.ca/regions/alberta/index.shtml
This French station is based out of
Edmonton but serves the entire province.
Please visit its website for more information.

Free Event & Volunteer Listings

Grande Prairie Volunteer Services Bureau
Events: <http://www.gpvbsb.com/events.asp>
Volunteers: <http://www.gpvbsb.com/opportunities.asp> <http://www.gpvbsb.com/youth.asp>

City of Grande Prairie Event Listing
<http://www.cityofgp.com/events/Default.htm?WBCMODE=Au>
Please refer to site guidelines and e-mail information to: webmaster@cityofgp.com

Grande Prairie Regional Tourism Association
<http://gptourism.ca/calendar-of-events>
Please call 780.539.7688 to have your event information listed

UR Grande Prairie (Daily Herald Tribune)
<http://www.dailyheraldtribune.com/Calendar/DisplayEvents.aspx>

Channel 7 Persona Bulletin Board
http://www.channel7persona.ca/bulletin_board/main.php

Q99 Q-Calendar
events@q99live.com

CTV in touch with Grande Prairie
http://edmonton.ctv.ca/servlet/an/local/CTVNews/20081124/edm_intouch_gp_081125/20081124/?hub=EdmontonHome

CBC Edmonton
<http://www.cbc.ca/edmonton/community/#>

facebook: Grande Prairie Events Group
<http://www.facebook.com/group.php?gid=7669162036>

GrandePrairieOnline.com
<http://www.grandeprairieonline.com/Events/index.asp>

Kijiji.com
<http://grandeprairie.kijiji.ca/f-events-W0QQCatIdZ134>

CanadaEventsCalendar.ca

http://canadaeventscalendar.ca/events/grande_prairie.phtml

WorldWeb.com

<http://www.grandeprairie.worldweb.com/Events/AllEvents/>