



**STUDENTS' ASSOCIATION**

# **ELECTION VOLUNTEER**

**INFORMATION PACKAGE**

# Association Mission, Vision, and Values

## Mission Statement

The Students' Association is dedicated to elevating the student experience at Red Deer Polytechnic by offering essential services, effective political representation, and impactful opportunities to enrich their educational journey.

## Vision Statement

The students at Red Deer Polytechnic are empowered to thrive in a learning environment where access and connection inspire transformative discovery, encourage a sense of community, and provide opportunities that foster a memorable experience.

## Vision Statements

### Affordability & Accessibility

We believe that access to quality education and essential student supports should be barrier free and affordable.

### Community & Diversity

We embrace and celebrate the individuality of our Members and foster an inclusive, accessible, and safe community, recognizing that diversity enriches our lives.

### Transparency & Accountability

We are accountable to our Members and transparent when making decisions on behalf of our Membership.

### Sustainability & Continuity

We are committed to sustaining our organizational continuity by building and maintaining strong relationships, practicing good governance, and prioritizing continuous growth.

### Wellness & Inclusion

We invest in the mental, spiritual, and physical wellness of our Members and foster a culture of inclusion, belonging, and growth.

## Land Acknowledgement

The Students' Association of Red Deer Polytechnic recognizes that our campus is situated on Treaty 7 land, the traditional territory of the Blackfoot, Tsuut'ina and Stoney Nakoda peoples, and that the central Alberta region we serve falls under Treaty 6, traditional Métis, Cree and Saulteaux territory. We honour the First Peoples who have lived here since time immemorial, and we give thanks for the land where RDP sits. This is where we will strive to honour and transform our relationships with one another.

## About the Students' Association

The Students' Association of Red Deer Polytechnic exists as per the Post-Secondary Learning Act (see Student Affairs section 93: Students association) and plays an essential role in student life at our Polytechnic. It advocates for and represents students, provides a myriad of essential services and fun events, and is one of the largest employers of students on campus.

The Students' Association holds an annual General Election to elect their governing body each year. Elected students who sit as members of the Students' Association Council, or the Executive Council lead your Students' Association. The Students' Association Council is the highest governing body and makes decisions with the best interest of the Membership in mind regarding the vision, policies, and finances of the Students' Association. The Executive Council is the representing body of the Association and represents the students on institutional committees and advocates and lobbies on behalf of students to the Red Deer Polytechnic Administration, the City of Red Deer, and the provincial and federal governments.

## Why Volunteer With Us

Becoming a volunteer can offer a positive experience where you're among like-minded individuals. Volunteering can also open doors to future opportunities (in other words, it looks great on your resume!)

Not only can volunteering be personally fulfilling, but it can lead to eligibility for awards and scholarship opportunities at RDP. Volunteers are eligible to apply for co-curricular recognition on their transcript or complete course-required volunteer hours right on campus.

### Why do we need your help?

Running the SA General Elections is an extensive undertaking with many moving parts, and we need the help of student volunteers to help us make the Election as purposeful, transparent, and exciting for the student population of RDP as it can be! Having engaged and passionate volunteers, directly enhances our Voter Engagement, which can greatly impact voter turnout.

## Welcome Message

On behalf of the Students' Association, we would like to thank you for your interest in volunteering for the 2026 Students' Association General Election!

We appreciate your commitment, and we look forward to working with you. We hope that the contents of this package impress on you the importance of what we are doing with the Election Process. While the Students' Association does a great many things for its students, such as the Emergency Student Food Bank, Extended Health and Dental insurance, events and initiatives, awards and scholarships; at its core, the Students' Association exists to represent and advocate for the students of Red Deer Polytechnic.

We ensure the integrity of representing our students and insisting on their rights through our democratic and transparent processes. Having volunteers who are interested in the electoral process and are committed to upholding the integrity of the democratic process adds to the credibility and accountability of the Students' Association.

Within this Volunteer Information Package, you will find information regarding the scope of volunteer duties, a timeline of the election, guidelines, and how to represent the Association in your volunteer role.

Our goal for our volunteers is to create an environment that allows you to shine in your role and succeed in having a meaningful volunteer experience. We pride ourselves on treating our volunteers with respect and valuing their contributions of time and energy.

We look forward to working with you,

Kindest regards,

[Marian Young](#)

Marian Young, Election Administrator & Volunteer Supervisor

## Election Team Members

### **Marian Young**

Election Administrator & Volunteer Supervisor

[sagov@rdpolytech.ca](mailto:sagov@rdpolytech.ca)

Office: 403-356-4964

Office Hours: Monday – Friday, 9 a.m – 4 p.m

### **Martin Cruz**

Chief Returning Officer

### **To Be Determined**

Deputy Returning Officer

### **Jessica Walker**

Election Marketing

Please contact Marian Young, Election Administrator with inquiries regarding election volunteer positions.

# Volunteer Eligibility

Election Volunteers **must**:

1. Be a registered credit or dual credit student at Red Deer Polytechnic, in good standing
2. Be 18 years of age or 16 with parental consent
3. Complete election volunteer training

Election Volunteers **must not**:

1. Be a candidate in the Students' Association General Election
2. Be an official Agent for a candidate in the Students' Association's General Election
3. Be a full-time staff member of the Students' Association

# Volunteer Requirements

All Volunteers will receive training prior to being scheduled for any shifts. Training is currently scheduled to be held in early January, subject to volunteer availability.

Training topics will include:

- Election Bylaw and Policy Training
- Election Nomination Package and Guidelines Overview
- Event Training
- Poll Station Training, if needed
- Food Safety Overview, if needed

# Election Volunteer Timeline



# Scope of Duties

## Candidate Recruitment & Election Events:

- Assisting the Event Supervisor in setting up and opening the event
- Promoting the vacant positions to recruit candidates
- Discussing the Nomination package with interested students
- Engaging with students about the election, answering basic election and campaign questions
- Promoting voting in the election
- Serving food in accordance with Food Safety regulations and guidelines
- Directing complex election or campaigning questions to the appropriate person
- Assisting the Event Supervisor in taking down and closing the event

## Classroom Visits:

- Visiting classrooms during a prescribed time and delivering a scripted 3 – 5 minute SA Election presentation
- Answering basic election, campaigning, and voting questions
- Directing complex election, campaigning, and voting questions to the appropriate person.

**Poll Clerk:** During an election, poll workers are on the front line and make it possible for electors to vote in an orderly fashion. SARDP may offer electronic polling stations or in an emergent situation, we may offer paper ballots.

- Assisting the Poll Supervisor in setting up and opening a polling station
- Directing electors to polling stations and assisting during with logging in and locating their ballot
- Ensuring the privacy and confidentiality of polling stations
- Reporting candidate misconduct including but not limited to, loitering by the polling stations, coaching students on how to vote, providing devices for voting, and campaigning in the visual vicinity of the polling station
- Verifying and accepting electors' proof of enrollment, if needed
- Assisting the Poll Supervisor in closing of polling stations

**And other duties as assigned.**

# Volunteer Guidelines

## Confidentiality

- All volunteer information will be kept confidential.
- All Volunteers are required to sign a Confidentiality Agreement.

## Attendance Requirements

While there are no attendance requirements, it is expected that if a volunteer commits to a shift, that they will arrive on time and complete their hours.

Volunteers are expected to check-in with their Shift Supervisor at the beginning of the shift and check-out prior to leaving.

## Communication

All formal communication will be conducted through email. All communication from Election Staff will be sent out in a timely manner. It is expected that Election Volunteers will respond to official communication promptly within 24 business hours.

An informal group chat may be set up on WhatsApp with all volunteers and Election staff.

## Conflict of Interest

All members of the Election Volunteer team must act impartially in carrying out their responsibilities. Volunteers are required to disclose any real or perceived conflicts of interest. Volunteers have a continuing obligation to disclose, in writing, any real or apparent conflicts of interest.

In regard to the Election, a real or perceived Conflict of interest is defined as:

- A gain or appearance of gaining advantage for yourself or others by virtue of your role as a member of the Election team
- A personal or professional interest in a specific outcome of the election
- A spouse or other family member who will benefit from a specific outcome of the election; and/or
- A promise of a long term or ongoing business relationship with the regulated person, that is contingent upon a specific outcome of the election

**The existence of a real or perceived conflict of interest does not necessarily preclude a student from being accepted as an Election Volunteer.**

## Time Commitment

The period of time that volunteers will be needed is January 6<sup>th</sup>, 2026 to March 12<sup>th</sup>, 2026. Volunteers will sign up for 1 – 4 shifts per week depending on their availability.

## Volunteer Hours Tracking

All volunteer hours will be tracked by the Election Administrator. If a volunteer requires proof of hours for award applications, Co-Curricular Recognition, or RDP course work, they must contact the Election Administrator.

## Required Documents Checklist

	<b>Volunteer Form</b> (see appendix)
	<b>Winter 2025 Class &amp; Work Schedule (if applicable)</b>
	<b>Winter 2025 Confirmation of Enrollment</b>

## Process After Submission

Documentation can be emailed to [sagov@rdpolytech.ca](mailto:sagov@rdpolytech.ca) or submitted to the Students' Association office (room 2010).

Once all documentation has been submitted, potential volunteers will be contacted by Marian Young, to notify them of the next available training dates.

## Appendix Items

- Volunteer Form
- Code of Conduct Policy

## Policy

## ASSOCIATION REPRESENTATIVES CODE OF CONDUCT

Summer Council  
Motion #: 16-17-21-S

Amended August 11, 2016

### Policy

The Students' Association of Red Deer College wishes to ensure an environment that promote success, respect for self and others, personal safety, and the safeguarding of property. Being a part of the Students' Association requires strong leadership skills and the ability to act as role model for the student population. All members must act accordingly to foster the values set forth in the By-laws of the Association.

The Association Representatives Code of Conduct promotes the values and vision of the Students' Association in the various aspects of its operation. The Association Representatives Code of Conduct is a preventive and proactive tool that is designed to foster freedom and individuality. It increases freedom by defining and clarifying expected personal conduct, and by providing a safe, fair and expedient method of approach to a situation that may be negatively affecting the reputation, operation or performance of the organization.

1. Name:
  - 1.1 The name of the organization is the Students' Association of Red Deer College, which may also be known as the Association.
  - 1.2 The name of this policy is the Association Representatives Code of Conduct, which may be known as the ARCC.
2. Definitions:
  - 2.1 Association means the Students' Association of Red Deer College.
  - 2.2 ARCC means the Association Representatives Code of Conduct.
  - 2.3 Executive Council means the members of the Association's Executive Council
  - 2.4 Individuals are persons who are not representing the Association.
  - 2.5 Judicial Review Committee (JRC) is the appeal body for a decision made by the Executive Council, Students' Association Council, or an Election Committee on behalf of the Association.
  - 2.6 Member is a person who paid student fees to the Association.
  - 2.7 Representatives are those whom represent the Association and to whom the ARCC applies to (Principles of Conduct).
  - 2.8 Students' Association Council (SA Council) means members of the Association's Council, which is the highest governing body of the Association.
3. Objectives:

The ARCC provides opportunities for the betterment of the social welfare of its Members; without restricting the generality of the preceding, these objectives shall include:

  - 3.1 Promoting a high standard of practice within the organization and uphold the values set forth in the By-laws of the Association.
  - 3.2 Providing a safe and constructive working environment for all of the employers, employees and consumers.
  - 3.3 Allowing representatives to be free to act morally and ethically within the organization whether on or off Association property.

#### 4. Application

##### 4.1 The ARCC applies to:

- Executive Council
- SA Council Members
- Association Volunteers
- Association Committee Members
- Student Group Executives

##### 4.2 The ARCC only applies when they are representing the Association, otherwise they will be considered as individuals.

#### 5. Principles of Conduct

All representatives shall:

- 5.1 Be responsible for understanding and abiding by the Association's By-laws, policies, and procedures. In addition, they must remain aware of the vision, values, and mission of the Association. It is also their responsibility to keep up with all changes and reforms.
- 5.2 Maintain the integrity, confidence, and dignity of the position they hold.
- 5.3 Follow Association By-laws, policies and procedures while acting in the best interest of the Association.
- 5.4 Act as a role model and demonstrate ethical and moral decisions in all acts.
- 5.5 Be conscientious in the preparation and presentation of self and subject matter for all representative functions according to the standards of the specific function.
- 5.6 Consider the mission and values of the Association as the primary factor influencing the planning, implementation, and evaluation of a directive.
- 5.7 Exhibit honesty and fairness in all of their actions.

#### 6. Ethical Conduct

Representatives shall:

- 6.1 Encourage constructive criticism and suggestions for improvement.
- 6.2 Act honestly and comply with all agreements set forth in the Association's By-laws, policies and procedures.
- 6.3 Respect the property of the Association; removing property without proper authority, gaining entry to, and/or utilizing a facility without proper authority will not be tolerated.
- 6.4 Be courteous of the objects that the Association owns, the representatives must not damage or destroy the equipment or facilities of the Association.

Representatives shall not:

- 6.5 Engage in any activity or encourage any activity that is physically, socially, or psychologically traumatic to a person or group of persons. This includes, but is not limited to bullying, hazing, teasing, violence, and inappropriate social contact.
- 6.6 Make libellous or indecent statements, unfounded allegations, or any other statements that may be seen as being harmful to personal dignity.
- 6.7 Participate in or condone malicious statements or actions that in any way affect the membership, staff or integrity of the Association.
- 6.8 Perform discriminatory activities, statements, or behaviours of any kind, including but not limited to: age, sex, race, colour, national origin, religion, creed, political affiliations, sexual orientation, marital status, physical or mental ability.

7. Representing the Association:

All representatives, whether on Association property or elsewhere, shall:

- 7.1 Recognize that it is their duty to represent the Association.
- 7.2 Speak on behalf of the Association only with the consent of the Executive Council. If you are ever uncomfortable answering a question or you aren't aware of the answer, then contact one of the Executives.
- 7.3 Perform their duties and responsibilities with diligence, courtesy, fairness and integrity.
- 7.4 Not misrepresent their position. The Association By-laws, policies and procedures are clear and specific on who can commit the organization to legal agreements, conduct business affairs of the Association, or act for the Association in its dealings with the institution or outside organizations.
- 7.5 Not engage in illegal activities, consume or be under the influence illegal substance. In addition, the abuse of a legal and/or controlled intoxicating substance may be deemed inappropriate.
- 7.6 Not consume or be under the influence of alcohol while performing an Association duty, unless attending a function where consumption is appropriate. The representative shall be conscientious in the presentation of self according to the standards of that specific function.
- 7.7 Consult with a member of the Executive Council before speaking with any media personnel. Media relations are ultimately the responsibility of the President of the Association.

8. Online Conduct

In addition, representatives, when engaging in online activity, shall:

- 8.1 Refrain from commenting on official Association business without the express prior consent of the Executive Council.
- 8.2 Respect the thoughts and opinions of others and refrain from engaging in any debate that could be deemed damaging to any person(s), the Association, or the Association's relationship with the community. Items of debate should be directed to the President of the Association to be handled in private.
- 8.3 Ensure that the reputation of the Association is not damaged in any way through personal online activity.

9. Confidentiality

All representatives shall uphold all confidential material, discussions, or ideas to their respectful owners. Representatives shall:

- 9.1 Respect and maintain stated or implicit confidentiality regarding Association matters.
- 9.2 Make sure all record keeping and financial reporting is kept confidential, and only the people who need to know are privy to that information.

10. Reporting Misconduct:

When reporting misconduct a representative shall:

- 10.1 First speak to the individual of discretion to handle the situation with a rational and calm mindset. If a common ground is unable to be found, proceed to item 11.3

11. Course of Action:

- 11.1 The ARCC does not supersede the Criminal Code of Canada or Provincial or Municipal law, and the Association reserves the right to refer an incident to the RCMP at any time.
- 11.2 The ARCC does not supersede Red Deer College policies or other existing Association policies and the Association reserves the right to refer an incident to the proper college authorities at any time.
- 11.3 A violation will be rectified as fairly and expediently as possible within the following procedure.
  - 11.3.1 A violation will come to the office of the Association President and/or Association Executive Director in the form of a verbal and/or written report. A reasonable effort will be made to rectify the situation before formal action is taken. The decision may be appealed.
  - 11.3.2 Upon the appeal, a written notification from the office of the Association President or Association Executive Director will then be given to all parties involved stating that there has been a violation of the ARCC. A meeting with mediation will then be set up. Non-Association mediation may be called in at this point. If no agreement can be made upon a course of action, the issue will be referred to Executive Council to recommend appropriate disciplinary action.
  - 11.3.3 Executive Council will meet and recommend appropriate disciplinary action. The recommendation will then go to Council for consideration.
  - 11.3.4 Council will have the power to make a decision on the recommendation provided. This decision will be reached by a vote made by secret ballot. The decision may be appealed in writing to the chair of the JRC (see JRC Policy).
  - 11.3.5 Upon receipt of a written appeal, a JRC will be struck. A decision of the JRC that has been ratified by Council cannot be appealed.

12. Appeal Process:

- 12.1 In the event that a representative is disciplined in accordance with the ARCC, one shall have 10 days from the date of discipline to appeal the decision.
- 12.2 All appeal decisions shall lie with the JRC, shall be in writing, and shall set out, in detail, the nature of the events giving rise to the discipline as well as the precise discipline imposed, and the remedy sought.
- 12.3 Upon receipt of a Letter of Appeal, the JRC shall, in its sole discretion, determine whether to uphold, modify, or revoke the discipline imposed, and shall, within 30 days of receipt of the Letter of Appeal, advise the defendant, in writing, of that decision. There shall be no further right of appeal following the written decision of the JRC having been issued.
- 12.4 In the event that a Letter of Appeal is initiated by a member of the JRC on their own behalf, the process for the appeal shall be the same as described above with the exception that the effected member of the JRC shall be excluded from the review process and such review shall be conducted by the alternates for that position (see JRC Policy).

13. Disciplinary Action:

- 13.1 Possible corrective actions will include, but not be limited to, the following:
  - 1. A verbal warning
  - 2. A letter of reprimand
  - 3. Demand for a formal verbal or written apology
  - 4. Demand for payment of damages to equipment or facilities

5. Suspension or expulsion from duties or facilities
  6. Expulsion of membership (see Article 3 of the Association By-laws)
  7. Proposal for resignation
  8. Removal from position (see Article 6 of the Association By-laws)
- 13.2 The selected corrective action will be entirely dependent on the severity of the offence and will be left to the judgement of Executive Council or the JRC, depending on which comes last.

14. Amending the Association Representatives Code of Conduct

Any amendments to the Association Representatives Code of Conduct shall be the responsibility of Council. Yearly review is to be completed by the Association President.



# Students' Association of Red Deer Polytechnic Volunteer Form

Your privacy is important to us. Any personal information collected by this organization will only be used for the purpose for which it was originally collected or set out in Section 17 of the Personal Information Protection Act.

## Personal Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Student ID #: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Permanent Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

## Emergency Contact

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

## Availability

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning
<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon
<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening

Please attach your class and work schedule

Are you using this volunteer experience to fulfill course-related volunteer hours:

Yes  No

If yes, how many hours are required? \_\_\_\_\_

\_\_\_\_\_  
Volunteer Signature