



Tedi's*
Yetis

Saitsa Volunteer Guidebook 2025/26

Everything you need to know about
volunteering with Saitsa!



MISSION STATEMENT

Tedi's Yeti's are dedicated SAIT students who bring energy, integrity, and care to enrich our campus and local community through Volunteer work. Utilizing diverse event support, peer connection, and service initiatives, they:



**EMPOWER
STUDENT GROWTH**



**CULTIVATE
COMMUNITY**



**SERVE WITH
EXCELLENCE**



**CREATE A
POSITIVE IMPACT**

Together, Tedi's Yetis represent the heart of our volunteer program—leading with passion, purpose, and a commitment to serving others. Through their dedication, they strengthen the campus community and create a meaningful, lasting impact.



Tedi's*
Yetis

[Saitsa.com/Volunteer](https://saitsa.com/Volunteer)

Saitsa*

Land Acknowledgement

In the spirit of respect, reciprocity and truth, we honour and acknowledge Moh'kinsstis, and the traditional Treaty 7 territory and oral practices of the Blackfoot confederacy: Siksika, Kainai, Piikani, as well as the İyâxe Nakoda and Tsuut'ina nations. We acknowledge that this territory is home to the Métis Nation of Alberta, Region 3 within the historical Northwest Métis homeland. Finally, we acknowledge all Nations – Indigenous and non – who live, work and play on this land, and who honour and celebrate this territory.

This sacred gathering place provides us with an opportunity to engage in and demonstrate leadership on reconciliation. Thank you for your enthusiasm and commitment to join our team on the lands of Treaty 7 territory.

Table of Contents

SAIT Campus Map	2
Locations / Contacts	3
Saitsa	3
SAIT	3
Academic Schools	4
Volunteer Rights & Responsibilities	5
Volunteer Rights	5
Volunteer Responsibilities	5
Locker Rentals	6
Discounted Tickets	6
Health & Dental FAQs	7
General FAQs	8
Volunteer Opportunities	9
Peer Support Centre	9
Saitsa-Led Events Support	10
Promo Volunteering Team	11



SAIT Campus Map



Locations / Contacts

Saitsa

- ★ **Governance & Advocacy** – NN117, Senator Burns
- ★ **Saitsa Peer Support Centre** – NJ105, Senator Burns
- ★ **Saitsa Resource Centre** – MC107, Stan Grad
- ★ **Student Experience Office** – MB216, Stan Grad
- ★ **Odyssey Market** – NN120, Senator Burn
- ★ **Station Market Express** – MB108, Stan Grad



SAIT

Academic Coaching	MC221, Stan Grad	403-284-8082	academic.coaching@sait.ca
Accessibility Services	MC221, Stan Grad	403-774-5093	accessibility.services@sait.ca
Campus Security	Q100, Eugene Coste	Emergency: 403-284-8000 Non- emergency: 403-284-8530	
Career Advancement Services	MB205, Stan Grad	403-210-5730	student.employment@sait.ca
Continuing Education	MB107, Stan Grad	1-888-284-7051	conedadvising@sait.ca
Dental Clinic	NR414, Senator Burns	403-284-8380	dental.clinic@sait.ca
eCard, U-Pass, & Parking Office	NN104, Senator Burns	403-774-5296	card.office@sait.ca upass@sait.ca
English Language Foundations	MC217, Stan Grad	403-210-4045	english.language@sait.ca
Financial Advising	MC221, Stan Grad	403-284-7054	funding@sait.ca
Health Services Clinic	NR041, Senator Burns	403-284-8666	
Help Desk (IT)	MB027, Stan Grad	403-774-5200	its.support@sait.ca

International Centre	AA206, Heritage Hall	403-284-8852	international@sait.ca
Lamb Learner Success Centre	MC221, Stan Grad	403-284-7050	
Natoysopoyiis	NN108, Senator Burns	403-210-4028	natoysopoyiis@sait.ca
Office of the Ombudsperson	MC201, Stan Grad	403-284-8511	ombudsperson.info@sait.ca
Office of the Registrar	AA221, Heritage Hall	403-284-7248	
Reg Erhardt Library	MC111, Stan Grad	403-284-8616	library@sait.ca
SAIT Bookstore	MB107, Stan Grad	403-284-8010	sait@bkstr.com
Student Development and Counselling	AA205, Heritage Hall	403-284-7023	counselling@sait.ca
Testing Services	MC221, Stan Grad	403-284-8880	accessibility.testing@sait.ca
Tutoring Services	MC221, Stan Grad	403-284-8082	tutoring@sait.ca

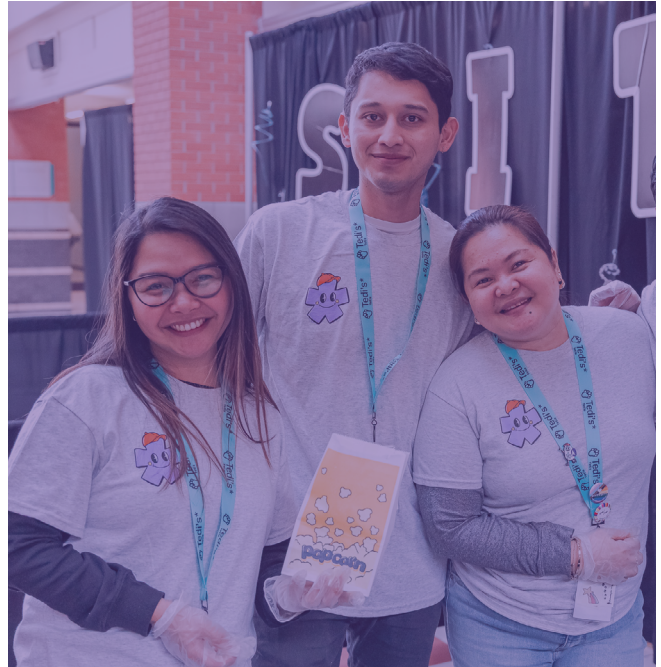
Academic Schools

MacPhail School of Energy	KA440, Johnson- Cobbe	403-284-8451	macphail.students@sait.ca
School of Advanced Digital Technology	MD302, Stan Grad	403-284-8543	sadt.advising@sait.ca
School of Business	NN701, Senator Burns	403-284-8485	business.advising@sait.ca
School of Construction	CB410, Aldred Centre	403-284-8367	construction.info@sait.ca
School of Health and Public Safety	NR502, Senator Burns	403-284-8500	hps.info@sait.ca
School of Hospitality and Tourism	G230, E.H. Crandell	403-284-8612	hospitality.info@sait.ca
School of Manufacturing and Automation	T470, Thomas Riley	403-284-8641	ma.info@sait.ca
School of Transportation	BA319, Clayton Carroll	403-284-8471	transportation.info@sait.ca

Volunteer Rights & Responsibilities

Volunteer Rights

- ✦ To be given direction in their designated role.
- ✦ To be given the chance to ask questions when something is unclear.
- ✦ To receive training for their position(s).
- ✦ To be comfortable in their working environment.
- ✦ To be treated with respect, dignity and without discrimination always by all staff and fellow volunteers.



Volunteer Responsibilities

- ✦ Arrive on time for your shifts and carry out your duties properly.
- ✦ Give as much notice as possible when you're unable to make a shift.
- ✦ Record and provide your hours correctly and truthfully.
- ✦ Clearly understand your assigned task and ask questions for any clarifications needed.
- ✦ Be respectful.
- ✦ Wear any supplied volunteer identification if required for a specific role.
- ✦ Never act in an inappropriate, discriminatory, or harassing way when representing Saitsa.
- ✦ Report any issues to your designated department head and the Manager, Student Experience.
- ✦ Always act in accordance with the rules of the specific volunteer role.
- ✦ Adhere to all policies regarding the maintenance and practice of confidentiality.

Locker Rentals

Students are required to register through Saitsa.com/Lockers to rent a locker. They will then be able to register through the portal. Students are also able to rent a locker by visiting at the Saitsa Resource Centre, Stan Grad MC107. (Please encourage them to try renting a locker on their own first through the portal to save time.).

Prices:

Term	Half Size	Full Size
1 Semester	\$30	\$35
2 Semesters	\$45	\$55
8 Weeks	\$25	\$30
12 Weeks	\$22.50	\$32.50



Discounted Tickets

Students can purchase discounted Summer Lift Tickets, Cineplex, TELUS Spark, and other tickets.

Prices:

Banff Gondola	\$65
Cineplex	\$33.59
Lake Louise Gondola	\$55
TELUS Spark	\$21



Health & Dental FAQs

★ Who is eligible for the SAITSA Health & Dental Plan?

Full-time domestic students (in eligible programs with at least 9 credits) and all international students are automatically enrolled.

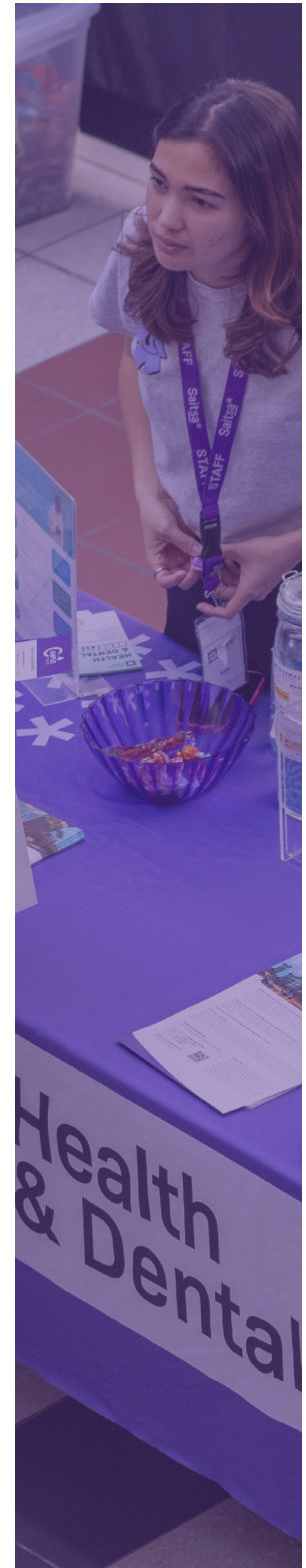
★ How do students use their benefits?

If a student hasn't registered yet, direct them to Saitsa.com/Benefits or Saitsa.Drawbridge.ca to create their account. After registering, they can download or print their pharmacy, practitioner, and travel cards. These cards must be shown at clinics to access their benefits.

★ When can a student opt-out or add their family member(s) to their plan?

Students can opt-out or add a family member to their plan once every student year – specifically during their first term. If the deadline passes for their respective first term, they cannot try again until the following student year. The student must refer to the Saitsa.com/Benefits for the applicable opt-out application period.

If the student's situation is uncommon or unique, refer the student to Saitsa.benefits@edu.sait.ca. Always remind the student to include their Student ID in the email. Students can also find the Health and Dental Benefits booklet where their coverage is explained in even more detail on Saitsa.com/Benefits and their benefits portal.



General FAQs



- ★ **Where should students (and staff) who come into the office looking for something they lost, or to turn something in be directed?**

Direct them to Campus Security.

- ★ **Where to direct a student inquiring about financial advising (i.e., loans)?**

Direct students to the Lamb Learner Success Centre (MC221, Stan Grad). You can also provide them with Financial Advising's contact information which can be found in the beginning of this guide.

- ★ **Who can students talk to regarding academic misconduct?**

Refer students to the Ombudsperson, Jeff Stransky. Students can book a virtual or telephone appointment through the Office of the Ombudsperson webpage. Please note, that the office does have drop-in hours (MC201, Stan Grad), however not at all times of the day. Refer to the Office of the Ombudsperson webpage for more details.

- ★ **Where to direct students seeking employment?**

Inform students that all job postings are available online. And if there's nothing, it means that there is currently no vacancy – for both SAIT and Saitsa. However, if they wish to work at one of the restaurants on campus, they should directly inquire with the restaurant in question. Career Advancement Services are also a great resource for students seeking employment and can provide them with additional information and guidance.

- ★ **Where to direct students interested in volunteering?**

Inform the student that any volunteering opportunities will be posted on saitsa.com/volunteers, and that all applications are to be done virtually.

★ How do students register for a club?

Students inquiring about club registration should be referred to saitsa.com/clubs. Here, they can view what clubs already exist — which they should do before registering a new club, as no two clubs with the same objective can co-exist — and begin the registration process.

Inform the student that they need at least three executives to start a club (President, Vice-President Operations, and Vice-President Finance), a club email, and a new account created through Rubric using their SAIT email. After they've completed Stage 1 of the registration, the Student Experience Coordinator, Clubs will get in contact within 2–3 business days. If the student has any other questions, refer them to saitsa.clubs@edu.sait.ca

Volunteer Opportunities



Peer Support Centre Support

As a Peer Support Centre volunteer, you'll play an important role in creating a safe and welcoming space where SAIT students can relax, connect, and access resources that support their mental health and overall well-being. Volunteers help foster a compassionate and inclusive environment—not just within the centre itself, but also by supporting Peer Support Centre events that promote wellness and community engagement across campus.

★ Space Support

Welcome and greet students as they enter the Peer Support Centre, helping them feel comfortable and at ease. Maintain a clean, organized, and calming environment by tidying up common areas, restocking supplies, and ensuring the space remains inviting. Your presence helps set the tone for a supportive and student-friendly atmosphere.

★ Event & Program Assistance

Play an active role in bringing wellness initiatives to life by assisting with the setup, promotion, and delivery of Peer Support Centre events and programs. This may include

activities such as Tedi's Friendship Circle Bead Bracelet Making, creative expression workshops, mindfulness sessions, or information/resource booths. Volunteers help ensure events run smoothly and are inclusive, engaging, and aligned with Saitsa's mission to support student well-being.

★ **Tedi Market Support**

Assist with the operation of the Tedi Market, a pay-what-you-can food market designed to make healthy eating accessible for all SAIT students. Help with setting up, organizing, and maintaining the market space, ensuring a welcoming environment for students seeking food and hygiene essentials.

★ **Fresh Routes Market Assistance**

Support the Fresh Routes Mobile Grocery Store in bringing healthy and budget-friendly food options directly to SAIT students. Help with setting up the market, assisting students with their purchases, and maintaining an organized and welcoming environment. Volunteers also encourage students to bring their own bags for an eco-friendly shopping



Saita-Led Events Support

Provide valuable assistance during major campus events such as Orientation and the Clubs Expo and other Saita-Led Events such as Free Breakfast Program and Pet a Puppy.

★ **Volunteer Roles & Responsibilities Orientation and Expo**

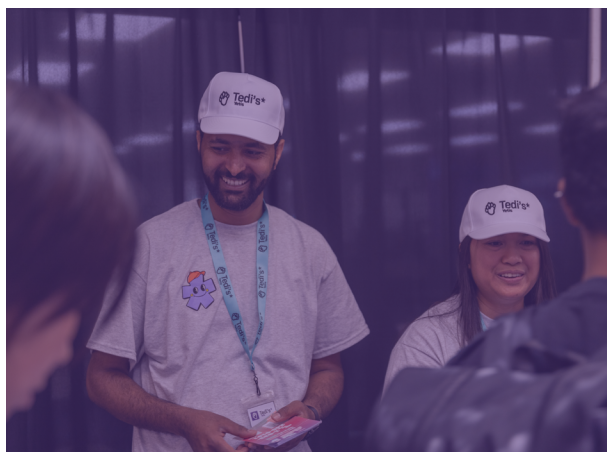
Volunteers assist with setting up and tearing down the event, welcoming and guiding attendees, sharing information, and helping create a smooth and enjoyable experience for both new and returning students.

★ **Free Breakfast Program Support**

Aid in distributing free breakfasts to students, helping to set up food stations, manage lines, and ensure a smooth and efficient operation. Volunteers play a crucial role in making nutritious breakfasts accessible to all students, contributing to their overall well-being.

★ **Pet-a-Puppy Program Assistance**

Help organize and facilitate the Pet-a-Puppy events, where students can interact with therapy animals to reduce stress and improve mental health. Volunteers assist with setting up the event space, managing the flow of students, and ensuring a positive experience for both the animals and participants.



Promo Volunteering Team

The Promo Volunteering Team plays a key role in raising awareness and promoting events, programs, and services across campus. Team members help ensure information reaches students effectively by maintaining and updating promotional materials in high-traffic areas.

★ **Poster Round Rotation**

Regularly check and rotate posters on designated poster boards around campus. This includes removing outdated materials, replacing them with current flyers, and ensuring all posters are neatly displayed and securely attached.

★ **Poster Board Maintenance**

Keep poster boards tidy and organized, removing any damaged or irrelevant materials. A clean and well-maintained display helps maximize the impact of promotional efforts.

★ **Event Promotion Support**

Assist in distributing flyers, setting up promotional displays, and sharing event information in person or via social media to encourage student participation.

★ **Campus Engagement**

Act as ambassadors by answering basic questions about events and programs and directing students to relevant resources.