



Volunteer Application Form

PERSONAL DETAILS							
Last Name:		First Name:			Male <input type="checkbox"/> Female <input type="checkbox"/>		
Address:		City:			Postal Code		
Home Phone:		Work Phone:			Email:		
Emergency Contact Person:		Emergency Contact Phone:			When is the best time to call you?		
Please list any health information (including allergies) that Aunt Leah's should be aware of in the event of an emergency:							
VOLUNTEER PROFILE							
Current occupation:							
Have you volunteered before? If yes, where and in what capacity?							
Why do you want to volunteer with Aunt Leah's?							
Please list two references (name and phone number)		1.		2.			
AVAILABILITY							
If interested in an ongoing position, can you commit to a minimum of 2 hours a week for 3 months? <input type="checkbox"/> yes <input type="checkbox"/> no							
How much time and for how long would you like to volunteer?							
Please circle the days and times you are available.							
Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time	am / pm	am / pm	am / pm	am / pm	am / pm	am / pm	Am / pm
VOLUNTEER OPPORTUNITIES Please check the areas of interest to you.							
Long-term/ongoing volunteering <input type="checkbox"/> Thrift Store. Work includes sorting, organizing, light cleaning, pricing, customer service, marketing and mailing. <input type="checkbox"/> Office. Work includes helping with mail-outs and other projects depending on volunteer interest/skills and Aunt Leah's needs. <input type="checkbox"/> Prize Committee. Volunteers contact local businesses for donations of new goods and services to be used at special events. <input type="checkbox"/> Board. Responsible for oversight of the organization. <input type="checkbox"/> Event planning assistant. Will work with Event Coordinator organizing fundraising events.				Special Event/short-term volunteering <input type="checkbox"/> Kindness for Kids fundraising luncheons. One Spring and one Fall. Day of event only. Work includes set up, greeting guests, and assisting with registration <input type="checkbox"/> Golf Tournament. July 14, 2007. Day of event only. Work includes greeting, assisting at registration desk, staffing holes. <input type="checkbox"/> Lonely Hearts Club Band Fundraiser. December 8, 2007. Volunteer on the organizing committee, soliciting silent auction donations, poster, or on the night. <input type="checkbox"/> Christmas Tree Lots. Late November to Christmas. A major fundraiser located at two sites (Vancouver and Burnaby). Volunteers work a minimum 4-hour shift selling trees. Work is outside (hot drinks and propane heaters provided!). <input type="checkbox"/> Christmas Hampers. Early to mid-December. Donations of food and gifts are assembled into hampers for youth and families in need. <input type="checkbox"/> Third Party Events. Host your own small-scale fundraising event for Aunt Leah's.			



Volunteer Agreement

This agreement is intended to indicate the seriousness with which we treat our volunteers. The intent of the agreement is to assure you both of our deep appreciation for your services and to indicate our commitment to do the best we can to make your volunteer experience here a productive and rewarding one.

Aunt Leah's Society commits to:

- Providing adequate information, training, and assistance for the volunteer to be able to meet the responsibilities of his/her position;
- Ensuring diligent supervisory aid to the volunteer and providing feedback on their performance;
- Respecting the skills, dignity and individual needs of the volunteer, and to do our best to adjust to these individual requirements;
- Being receptive to any comments from the volunteer regarding ways in which we might mutually better accomplish our respective tasks;
- Treating the volunteer as an equal partner with staff, jointly responsible for accomplishment of the mission of Aunt Leah's.

The volunteer commits to:

- Performing volunteer duties to the best of his/her ability;
- Adhering to Aunt Leah's rules and procedures, including record-keeping requirements and confidentiality of agency information;
- Attending an organization orientation as appropriate;
- Meeting time and duty commitments, or providing adequate notice so that alternate arrangements can be made;
- Acting at all times as a member of the team responsible for accomplishing the mission of the agency.
- Upholding Aunt Leah's core values:
 - All behaviour has meaning and is the human tool for communication.
 - Success is fragile and must be tended to and supported with care.
 - Celebration is essential to a successful life.
 - An individual's artistic/soulful center must be expressed and appreciated.
 - Entrepreneurial spirit builds individuals and organizations.
 - It is as important to contribute to building community as it is to be included in it.

Volunteer Name (print):	Agency Representative:
Volunteer Signature:	Signature:
Signature of Parent/Guardian: (Parent/Guardian signature is required if volunteer is between 16 to 18 years of age)	
Date:	Date: