

# **Appendices to Volunteerism Toolkit**

## **Ontario Association of Youth Employment Centres (OAYEC)**

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# **SAMPLE VOLUNTEER APPLICATION FORM**

*This is a sample volunteer application form that can be used by youth to help describe what their main interests are and why they want to volunteer.*

Name:

Phone:

Address:

E-mail:

Emergency Contact:

Relationship:

Phone:

## **1. Tell us about yourself.**

Are you between the ages of :

14-16

17-24

25-29

Do you have a valid driver's license?

No

Yes

Class

What level of schooling have you completed?

Are you currently in or out of school?

Have you taken any other courses or training? (if yes, please list)

Why are you applying for a volunteer placement? (check all that apply)

- Gain work experience/skills
- Make me more employable
- School requirement
- Help out my community
- Use my current skills
- Other

## **2. Availability**

At what times are you available to volunteer?

- I Am flexible
- Prefer weekdays
- Prefer evenings
- Prefer weekends
- Prefer days
- Other

When are you available to start a volunteer placement?

Do you have a preference as to where you do volunteer work?

No      Yes

Do you have any physical limitations or are you under any course of treatment which might limit your ability to perform certain types of work?

No      Yes

## **3. Skills and Interests**

What special skills, interests or hobbies do you have?

What work or volunteering experience do you have?

What did you like most about the work?

What did you like least about the work?

What is the main benefit you want to obtain from volunteering?

What are your career objectives?

#### **4. Preferences in Volunteering**

Is there a particular type of volunteer work you are interested in doing (check all that apply)?

- Working one-on-one with another person
- Working directly with a staff person as an assistant
- Helping around the office in general administrative duties
- Doing research or an individual project
- Doing public speaking, fundraising, special events, etc
- Working on group projects
- No preference
- Other

Is there a person or group you are particularly interested in working with (check all that apply)?

- Adults
- Seniors
- Children
- Other Youth
- People with Disabilities
- Agency Staff
- Men
- Women
- Animals
- No Preference
- Other

Is there any group that you would not be comfortable working with?

No      Yes

#### **5. References**

How did you learn about the Volunteer Youth in the Millennium Program?

- Brochure

- Employment Counsellor
- Radio
- Newspaper
- Friend/family
- Other
- Poster
- School

Have you ever been convicted of a criminal offense?

No    Yes

Have you ever been charged with neglect, abuse or assault?

No    Yes

Please list two non-family references whom we might contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## **SAMPLE VOLUNTEER OATH OF CONFIDENTIALITY**

*This should be read and signed by the youth volunteer before his or her placement begins. The principle of confidentiality requires that information about staff, volunteers and clients be protected from unauthorized disclosures.*

I, \_\_\_\_\_, hereby undertake as part of my volunteer role, to keep in strict confidence any information concerning staff, other volunteers or clients that I may have knowledge of. I have read and understand the policy on confidentiality. I will not engage in discussions about clients, staff or other volunteers outside the auspices of the volunteer program or my Placement Agency, except as required for the appropriate conduct of business.

I will never remove any confidential written material of any kind from the premises of the volunteer program or my Placement Agency, unless under express instruction from my supervisor to do so. I recognize that failure to comply with these regulations may result in termination of my volunteer role.

\_\_\_\_\_  
**Volunteer Witness**

\_\_\_\_\_  
**Date**

## **SAMPLE AGENCY REQUEST FOR VOLUNTEER ASSISTANCE**

*This is used to attain information about host agencies and to determine what volunteer positions they may have available and what qualifications are required of youth volunteers.*

Organization:

Contact:

Phone:

Fax:

E-mail:

Title of volunteer position to be filled:

How many volunteers are required?

When are they needed?

If this request is for a special event, please provide details:

Do we have the volunteer job description on file?                      Yes                      No

If no, please complete the following information:

What are the duties of this position?

What is the time commitment?

What is the location for the work?

Will the volunteer be working with a specific group of people (i.e. children, women, seniors)?

Please list any skills the volunteer should possess:

Please return completed form by fax, e-mail or mail to the volunteer coordinator

## DESCRIBING THE VOLUNTEER POSITION

*These are some of the ingredients of a well-written volunteer position description (see example below).*

**Position:** Consider what job title might seem appealing to a youth volunteer (i.e. Child Care Worker vs. Babysitter).

**Agency/Program:** Provide the name of the agency or program in which the position is available.

**Agency/Program Description:** Provide a brief description of the primary services or function of the agency or program in which the position is available.

**Purpose of Position:** Describe how this work will help the agency achieve its mission; and what impact it will have on clients.

**Benefits of Position:** Describe the benefits of this position for the volunteer, focusing on opportunities for fun, job experience, career exploration and the chance to help others.

**Responsibilities:** List all duties involved. Try to be as detailed and clear as possible.

**Qualifications:** Outline all of the qualities the youth volunteer must possess when they come through the door.

**Training Provided:** Note the content and time schedule of any required training. Be clear about how many sessions must be attended. Also note any optional additional training opportunities that may be available to the volunteer.

**Supervision:** Identify who the supervisor would be and a contact number. Also note the times of supervisory meetings that are obligatory.

**Time Commitment Required:** Hours and times a week and for what period of time.

**Location:** Where do they need to go for their job and for supervision.

**Other Relevant Information:** Any other information that is unique to this position that may help to sell the position or to assist potential volunteers to self-screen when the position may not be suitable for them (i.e. the opportunity to learn to operate sophisticated machinery, use of a car required).

## **SAMPLE VOLUNTEER POSITION DESCRIPTION**

*This is used to describe what kind of volunteer opportunities are available to young people. It should be as specific as possible.*

Position:

Agency/Program:

Agency/Program Description:

Purpose of Position:

Benefits of Position:

Responsibilities:

Qualifications:

Training Provided:

Supervision:

Time Commitment Required:

Location:

Other Relevant Information:

# **VOLUNTEER AND AGENCY CONTRACT**

*These documents should be completed by the volunteer and the host agency to properly outline their duties and responsibilities.*

## **I. Volunteer**

I, \_\_\_\_\_, agree to serve as a volunteer and commit to the following :

1. To perform my volunteer duties to the best of my ability.
2. To adhere to all agency policies and procedures, including record keeping requirements and confidentiality of agency and client information.
3. To meet time and duty commitment, or to provide adequate notice so that alternate arrangements can be made.
4. To act at all times as a member of the team responsible for accomplishing the mission of the agency.
5. To adhere to the requirements and expectations of the volunteer program.

## **II. Host Agency**

We, \_\_\_\_\_ (agency name), agree to accept the services of \_\_\_\_\_ (volunteer name) beginning \_\_\_\_\_ (date) and we commit to the following:

1. To provide adequate information, training and assistance for the volunteer to be able to meet the responsibilities of their position.
2. To ensure diligent supervisory aid to the volunteer and to provide feedback on their performance.
3. To respect the skills, dignity, and individual needs of the volunteer, and to do our best to adjust to these individual requirements.
4. To be receptive to any comments from the volunteer regarding ways in which we might mutually better accomplish our respective tasks.
5. To treat the volunteer as an equal partner with agency staff, jointly responsible for the accomplishment of the agency mission.
6. To adhere to the requirements and expectations of the volunteer program.

## **SAMPLE PARENTAL CONSENT FORM**

*To ensure parental knowledge of youth volunteer placements (and to encourage parental interest), this document should be completed by at least one parent for those volunteers aged eighteen and under (and especially those aged sixteen and under).*

In order for your child to become a volunteer with us, we need your consent and your involvement in helping them have a productive experience. Please read and sign this parental consent form if you would like us to continue our process of considering your child as a potential volunteer. Please call us at \_\_\_\_\_ if you have any questions, would like further information, or would just like to discuss any issues related to the volunteer position.

Name of prospective youth volunteer:

Description of anticipated volunteer work:

Anticipated number of hours per week and schedule for volunteer work:

Expected duration of volunteer work:

*I understand that my child, named above, wishes to be considered for volunteer work and I hereby give my permission for them to serve in that capacity, if accepted by the agency. I understand that he/she will be provided with orientation and training necessary for the safe and responsible performance of their duties and that they will be expected to meet all the requirements of the position, including regular attendance and adherence to agency policies and procedures. I understand that they will not receive monetary compensation for the services contributed.*

**Name:**

**Nature of relationship to volunteer:**

**Date:**

## **SAMPLE MONTHLY STATISTICS REPORT**

*This is an example of a thorough internal statistics reporting questionnaire. Notice that this only measures the quantity of the volunteer program. It does not include the experiences and views of the volunteers themselves, which should be investigated and reported at least once every six months in a separate format.*

Month:

Volunteer Coordinator:

Supervisor:

### **1) Summary of any new or notable activities:**

### **2) Number of youth newly registered with your program this month:**

a) How many of these youth were:

- in school
- out of school, and fully employed
- out of school, and un- or under-employed

b) How many of these youth were:            male            female

c) How many of these youth were:

- aged 14-19
- aged 20-24
- aged 25-29

d) How many of these youth were:

- Aboriginal
- disabled
- new immigrant
- visible minority

### **3) Number of youth placed in volunteer positions for the first time by your program this month:**

### **4) Number of youth placed in new volunteer positions, this month:**

a) Please check all the types of placements that youth were placed in. In brackets identify how many youth were placed there:

- Arts/Culture/Recreation agencies
- Human and Social Services
- Education/Research agencies
- Religious organizations
- Environmental causes/agencies
- Youth-serving agencies
- Health agencies/services
- For-profit agencies
- Other(s)

**5) Average number of hours served per youth this month** (only of the youth you can track):

**6) Community outreach and volunteer placements:**

a) Number of presentations or meetings you have arranged to recruit youth for the project:

b) How much media attention have you attracted to your volunteer program this month?

c) Number of presentations/meetings to identify, develop and support volunteer placements:

## **INTERNET RESOURCES**

### **[www.charityvillage.ca](http://www.charityvillage.ca)**

Canadian based resource for anything related to the voluntary sector: job postings, library, member lists, current events and professional development opportunities.

### **[www.ccp.ca](http://www.ccp.ca)**

The Canadian Centre for Philanthropy site contains information related to fundraising, including a library on related articles and links to other relevant sites.

### **[www.PointsofLight.org](http://www.PointsofLight.org)**

The Points of Light Foundation in the United States, equivalent to charity village here and also the focal point for the International Year of the Volunteer 2001 initiative via the UN.

### **[www.volunteer.ca](http://www.volunteer.ca)**

Volunteer Canada site contains information on volunteer management and related issues, volunteer works as well as links to all volunteer Centres in Canada.

### **[www.nonprofitspace.org](http://www.nonprofitspace.org)**

American based information site related to non-profit issues and resources. It includes youth volunteer information and community service links.

### **[www.fundersalliance.org](http://www.fundersalliance.org)**

Canadian-based site related to funders. It contains a listing of all public and private funders interested in children and youth.

### **[www.voe-reb.org](http://www.voe-reb.org)**

This virtual volunteering site is a place where you can make a request for a volunteer and register for volunteer opportunities.

### **[www.edugov.on.ca](http://www.edugov.on.ca)**

Ministry of Education's site contains resources related to the mandatory 40 hours community service hours for high school students.

### **[www.pch.gc.ca](http://www.pch.gc.ca)**

Heritage Canada's site that manages the Community Partnerships Program.

### **[www.statscan.ca](http://www.statscan.ca)**

The Statistics Canada site includes information related to youth volunteerism.

### **[www.actoronto.org](http://www.actoronto.org)**

The AIDS Committee of Toronto site includes their volunteer opportunities, policies and procedures.

### **[www.tgmag.ca](http://www.tgmag.ca)**

A youth magazine site that contains related resources and volunteer opportunities.

### **[www.pitchin.org](http://www.pitchin.org)**

Youth volunteerism site showcasing opportunities.

**[www.youthactionnetwork.org](http://www.youthactionnetwork.org)**

Contains youth volunteer action projects that aim to build a more just and sustainable society.

**[www.youth.gc.ca](http://www.youth.gc.ca)**

Government of Canada youth resource network site.

**[www.torontoyouth.com](http://www.torontoyouth.com)**

The Toronto mayor's youth advisory group site. Includes information on youth volunteer opportunities and leadership initiatives.

**[www.yvcc.ca](http://www.yvcc.ca)**

Youth Volunteer Canada Corps site devoted to youth volunteers and issues. Includes other resources.

**[www.volunteercenter.org](http://www.volunteercenter.org)**

Californian site totally devoted to youth volunteer initiatives and resources, particularly related to community service components of school.

**[www.iyv2001.org](http://www.iyv2001.org)**

The UN's International Year of the Volunteer site. Includes information on youth and international initiatives.

**[www.iave.org](http://www.iave.org)**

The International Association of Volunteers organization site contains resources related to international youth volunteer work.

**[www.iyfnet.org](http://www.iyfnet.org)**

American based International Youth Foundation's website includes information related to volunteer work and youth issues.

## **HARD COPY RESOURCES**

- Cooper, Joanne, *Youth Volunteer Program: A Classroom Guide* (Toronto, Ontario: Volunteer Centre of Metropolitan Toronto) 1991
- Curran, Kimberly, *Volunteer Policy Manual* (Mississauga, Ontario: The Sexual Assault/Rape Crisis Centre of Peel) 1997
- Curran, Kimberly, *Policy for Dealing with Abuse and Harassment* (Mississauga, Ontario: Armagh Second Stage Housing) 1995
- Curran, Kimberly, *Professional Standards Policy* (Mississauga, Ontario: Armagh Second Stage Housing) 1995
- Dryburgh, Carol, *Youth Volunteers: Investments Today, Dividends Tomorrow* (Johnstone Training and Consultation [JTC] Inc.) 1996
- Graff, Linda L., *Beyond Police Checks: The Definitive Volunteer and Employee Screening Guidebook* (Hamilton: Graff and Associates) 1999
- Leifer, Loring and Michael McLarney, *Younger Voices, Stronger Choices* (Kansas City Consensus) 1997
- Lloyd, Claire, *Teen Power! How to Develop a Teen Volunteer Program* (Toronto, Ontario: Volunteer Centre of Metropolitan Toronto) 1988
- McCurley, Steve and Rick Lynch, *Volunteer Management: Mobilizing all of the Resources of the Community* (Downers Grove, Illinois: Heritage Arts Publishing) 1996
- Volunteer Canada, *Volunteering Works! A Facilitator's Guide to Youth Volunteering* (Ottawa: Volunteer Canada) 1999
- Volunteer Canada, *Volunteering Works! Be Part of Shaping Your Future* (Ottawa: Volunteer Canada) 1999
- Volunteer Management Working Group, *Managing Volunteer Resources: Policies and Procedures for Community Agencies* (Toronto: Ontario Community Support Association) 2000