



neighbour to neighbour
centre (Hamilton)

Volunteer Application

Thank you for your interest in volunteering with Neighbour to Neighbour Centre (Hamilton). Volunteers play a vital role in supporting and delivering our programs and services. Volunteers must be 16 years of age or older. Some volunteer positions require a Police Check. All volunteer applications are reviewed according to available volunteer opportunities, program capacity and in accordance with job descriptions. A personal interview and all applicable training will take place prior to placement. Once completed, this form becomes the property of Neighbour to Neighbour Centre, Hamilton.

Please Print

Mr. Mrs. Miss Ms.

Name: _____ Date: _____

Address: _____

City: _____ Postal Code: _____

Home Phone: _____ Work Phone: _____

Email: _____ Cell Phone: _____

Contact Person in Case of Emergency

Name: _____ Phone: _____

Why are you interested in volunteering at Neighbour to Neighbour Centre?

What volunteer opportunities are you interested in?

- | | |
|---|---|
| <input type="checkbox"/> Tutoring Program | <input type="checkbox"/> Committee Member |
| <input type="checkbox"/> Used Book Store | <input type="checkbox"/> Warehouse |
| <input type="checkbox"/> Resource Counselling | <input type="checkbox"/> Board of Directors |
| <input type="checkbox"/> Coats for Kids | <input type="checkbox"/> Volunteer Driver |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Christmas Hamper |
| <input type="checkbox"/> Layette Program | <input type="checkbox"/> Other: _____ |

What is your availability?

Monday		Tuesday		Wednesday		Thursday		Friday		Weekend	
a.m.	p.m.	a.m.	p.m.	a.m.	p.m.	a.m.	p.m.	a.m.	p.m.	a.m.	p.m.

Languages spoken: _____

Languages written: _____

Special Skills/Interests: _____

Current/Past Profession or Trade: _____

Are you currently:

- Employed
 Retired
 Student
 Seeking Work
 Other

Please provide two references, either personal or professional, that we can contact.

Name	Company or Organization	Phone Number	Relationship

How did you hear about the volunteer program at Neighbour to Neighbour Centre, Hamilton?

- Hamilton Spectator
 Mountain News
 Ancaster News
 Brabant Newspaper
 Volunteer Hamilton
 CHCH TV
 Cable 14
 Radio
 Charity Village
 Kijiji
 Church Bulletin
 Friend
 Website: _____
 Other: _____

The information contained herein is true and complete and I give Neighbour to Neighbour Centre, Hamilton consent to contact my references.

Signature _____ Date _____

Neighbour to Neighbour Centre (Hamilton)

28 Athens Street
 Hamilton, Ontario L9C 3K9
 905-574-1334 Phone
 905-574-1688 Fax

Email: volunteer@neighbourtoneighbourcentre.com

PLEDGE OF CONFIDENTIALITY

To be completed by all persons, who may have access to confidential information including, but not limited to, Board Members, Employees, Committee Members, and Volunteers associated with the Centre.

WHEREAS from time to time arising out of the relationship between the undersigned and the Neighbour to Neighbour Centre (Hamilton), the undersigned shall come into possession or have knowledge of confidential information relating to the Centre's service to individuals and their families in the community; and

WHEREAS it is the stated policy of the Centre that such information shall be held in the strictest confidence by the recipient thereof, and recognizing that the members of the community served by the Centre are entitled to such protection as a matter of right;

The undersigned does hereby undertake to keep confidential and not to disclose any and all information respecting any client or client group served by the Centre to which the undersigned shall become privy by virtue of employment, association, secondment, supervision, appointment, or corporate membership EXCEPT WHERE SUCH DISCLOSURE IS CONSISTENT WITH STATED CENTRE'S POLICY AND PROCEDURES.

Signature

Date

Canadian Code for Volunteer Involvement

Values for Volunteer Involvement

Volunteer involvement is vital to a just and democratic society.

- It fosters civic responsibility, participation and interaction.

Volunteer involvement strengthens communities.

- It promotes change and development by identifying and responding to community needs.

Volunteer involvement mutually benefits both the volunteer and the organization.

- It increases the capacity of organizations to accomplish their goals, and provides volunteers with opportunities to develop and contribute.

Volunteer involvement is based on relationships.

- Volunteers are expected to act with integrity and be respectful and responsive to others with whom they interact.

Guiding Principles for Volunteer Involvement

Voluntary organizations recognize that volunteers are a vital human resource and will commit to the appropriate infrastructure to support volunteers.

- The organization's practices ensure effective volunteer involvement.
- The organization commits to providing a safe and supportive environment for volunteers.

Volunteers make a commitment and are accountable to the organization.

- Volunteers will act with respect for beneficiaries and community.
- Volunteers will act responsibly and with integrity.

Organization Standards for Volunteer Involvement

- The boards of directors and senior management acknowledge and support the vital role of volunteers in achieving the organization's purpose or mission.

- Policies and procedures are adopted by the organization to provide a framework that defines and supports the involvement of volunteers.
- A qualified person is designated to be responsible for the volunteer program.
- A clearly communicated screening process is consistently applied.
- Volunteer assignments address the purpose of the organization and involve volunteers in meaningful ways—reflecting their various abilities, needs and backgrounds.
- Volunteer recruitment and selection reaches out to diverse sources of volunteers.
- Volunteers receive an orientation to the organization, its policies and procedures, and receive training for their volunteer assignment.
- Volunteers receive appropriate levels of supervision according to their task and are given regular opportunities to receive and give feedback.
- Volunteers are welcomed and treated as valuable and integral members of the organization's human resources.
- The contributions of volunteers are regularly acknowledged with formal and informal recognition methods.