

CFB Suffield Military Family Resource Centre
Volunteer Leadership Application & Contract



Suffield Military Family Resource Centre Volunteer Leadership Program

Thank you for your interest in becoming a Volunteer with the Suffield Military Family Resource Centre. Many of the programs we offer rely on the assistance of our dedicated team of volunteers.

This package includes your Application Form as well as a Contract for Volunteers. Please complete these forms and return to the Volunteer Leadership Coordinator.

A "Volunteer Orientation Manual", which will give you a better understanding of our volunteer program as a whole and will also provide details and responsibilities of each volunteer placement, is available in the Volunteer Leadership Coordinator's office. Please feel free to access this at any time.

Please contact the Volunteer Leadership Coordinator should you have any questions or concerns during this process, or at any time during your time as a volunteer with the MFRC.

We look forward to working with you.

Included:

- Volunteer Application Form
- Volunteer Contract

Canada 


Military Families
Strength Behind
the **Uniform**

VOLUNTEER APPLICATION FORM

Name: _____

Civilian Military Youth

Address: _____

Home Phone: _____ **E-mail:** _____

Work Phone: _____ **Cell Phone:** _____

Language(s) Spoken: _____ **Written:** _____

Emergency Contact Person: _____

Relationship: _____ **Telephone:** _____

1. Are you new to Suffield? yes no

Have you been in contact with the MFRC Welcome Visitor? yes no

2. How did you hear about the MFRC's Volunteer Leadership Program?

- | | |
|---|---|
| <input type="checkbox"/> MFRC Newsletter | <input type="checkbox"/> Welcome Package |
| <input type="checkbox"/> An MFRC Volunteer | <input type="checkbox"/> Deployment/Unit Briefing |
| <input type="checkbox"/> MFRC Web site | <input type="checkbox"/> Military Partner |
| <input type="checkbox"/> An MFRC Staff Member | <input type="checkbox"/> Volunteer Medicine Hat |
| <input type="checkbox"/> Other _____ | |

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3. Please tell us about yourself (volunteer/work experience, special skills or training, etc).

4. Please share your motivation(s) for seeking a volunteer position at the MFRC.

- meet others gain experience training opportunities
 contribute to the community enhance skills other _____

5. As a volunteer, how do you like to be recognized for your valuable contribution?

- informal event (eg. family event) formal event (eg. dinner) letter of recognition
 social get-together with other volunteers other _____

Please check the areas that are of interest to you:

Board of Directors:

- Board Member

Information & Referral

- Coffee Talk Assistant (Reception)
 Radio Spokesperson (Media Assistant)
 Graphics Design Assistant

Outreach:

- Neighborhood Buddy (Welcoming Newcomers)

Special Events:

- Planning/Assistant
 Casino Worker
 Event Organization
 Event Set Up (tents, tables, chairs, stages, etc)
 Event Take Down (tents, tables, chairs, stages, etc)
 Goody Bags
 Gift Wrapping

Children & Youth:

- Kiddie Kare (birth – three yrs)
 Youth Club
 Summer Camp
 Field Trips

Employment & Education Services:

- Study Group Leader

Francophone Services:

- Welcoming Newcomers (Neighborhood Buddy)
 Translation (written materials)
 Interpreter

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Please provide references

(Office use only)

1. Personal reference (friend or relative)

Notes:

Name: _____

Address: _____

Home Tel. #: _____

Work Tel. #: _____

Fax: _____

E-Mail: _____

2. Volunteer or Business Reference

Name: _____

Address: _____

Home Tel. #: _____

Work Tel. #: _____

Fax: _____

E-Mail: _____

3. Volunteer or Business Reference

Name: _____

Address: _____

Home Tel. #: _____

Work Tel. #: _____

Fax: _____

E-Mail: _____

Signature: _____ **Date:** _____

Thank you for your interest in volunteering! We value your time, and look forward to working with you.

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As a volunteer you are a valuable asset to the Military Family Resource Centre. We are grateful for your time, enthusiasm and interest. It is because of your volunteer contributions that we are able to maintain affordable, accessible and high quality programs.

It is important for you to read the following information; your signature indicates your understanding and agreement.

- I will protect the privacy of clients and hold in confidence all professionally acquired information concerning clients, staff, and volunteers of the MFRC. I will disclose such information only when legally or professionally obligated to do so.
- I will treat the Military Family Resource Centre, its staff, services and programs with dignity and respect, and conduct myself in a manner conducive to the well being of the MFRC and its clients.
- I will fulfill the responsibilities of my volunteer position with integrity. I will notify the Volunteer Leadership Coordinator, program supervisor or the MFRC central office, if I am unable to fulfill my volunteer commitments.
- I will make every effort to participate in relevant training provided to MFRC Volunteers. Training could include informational workshops, program evaluations, and performance reviews.
- I will report all incidents/accidents that I may witness when volunteering for the MFRC.
- I agree to inform the Volunteer Leadership Coordinator or Program Coordinators/Supervisors any concerns or conflicts I encounter with a client, participant, volunteer or staff member.

I, _____, have read, understand and agree to abide by the SMFRC Volunteer Leadership Contract, with the knowledge that should I not adhere to said contract I will be removed from my position as volunteer.

Signature

Volunteer Coordinator

Date

Date

To be completed by VL Coordinator, and Exec. Director.
Client decided not to volunteer with the MFRC. Their reasons are as follows:

Executive Director

Volunteer Leadership Coordinator