



Box 594, 105B-3rd Ave S
 Vulcan, AB T0L 2B0
 M 403.485.2192
 F 403.485.6043
reception@vulcanandregionfcss.com

Volunteer Application Form

VOLUNTEER INFORMATION		
First Name		Last Name
Mailing Address		
Home Phone		Mobile Phone
Email Address		
Emergency Contact		Phone
Allergies (Dependent on volunteer commitment, snacks may be provided)		
Skills, Interests, Experience, Education & Hobbies		
If Under 18: Date of Birth: _____		Volunteer Time Available: Please Circle Days / Evenings / Weekends Volunteer Time Available: _____ Hours Per Week
Past or Present Volunteer Activities (Including Membership in Clubs and Organizations):		
References	Relationship	Phone

Volunteers 18 years of age and older are required to provide a Criminal Record Check and if applicable a Vulnerable Sector search. (Please see attached letter to have fees waived).

Volunteers are required to reaffirm this interest in volunteering for events every 24 months.

FOIP Disclaimer Statement
 Personal information collected through this online form will be used to facilitate contact and placement of volunteers for Vulcan and Region FCSS and Vulcan Regional Food Bank events. This information is collected under Section 33(c) of the *Freedom of Information and Protection of Privacy Act* (FOIP) and will be protected under Part 2 of the Act. If you have questions or concerns regarding the collection and use of this information, please call 403-485-2192

CONFIDENTIALITY

Vulcan and Region FCSS (VRFCS) and Vulcan Regional Food Bank (VRFBS) see clients for many different reasons that involve private and confidential information. In order to maintain the trust of clients and community, staff and volunteers must adhere to strict confidentiality. It is understood and agreed that all information pertaining to VRFCS and VRFBS to which you become privy through your volunteer role is maintained and kept strictly confidential and will not, in any circumstances be disclosed or used by you without the expressed consent of VRFCS and VRFBS. This includes but is not limited to information pertaining to operations and procedures, information pertaining to clients, staff or other volunteers. This confidentiality requirement applies during the volunteering and following the completion of your volunteer commitment.

Initial _____

MEDIA CONSENT

I ALLOW VRFCS and VRFBS and its representatives to use, reproduce, publish, transmit, distribute, broadcast and display any photograph and/or video and/or audio recording that contains my image and/or voice along with my name in any VRFCS or VRFBS publication, multimedia production, video, display, advertisement and/or on the municipality's website or other social media web sites without further notice or my approval of finished photographs and/or video and/or audio recordings.

I UNDERSTAND photographs and/or video and/or audio recordings of me may be circulated widely and that, if posted on the Vulcan and Region FCSS and Vulcan Regional Food Banks websites and social media sites, they will be available to the public. I further understand that the Vulcan and Region FCSS and Food Bank has no control over, and is not responsible for, the use or misuse of materials including my photograph and/or video and/or audio recordings of me.

FOR THE PURPOSE STATED ABOVE, I, CONSENT to be photographed and/or to be video and/or audio recorded by Vulcan and Region FCSS and Vulcan Regional Food Bank or its authorized representatives.

I can, at any time, opt out of this media consent by providing written notice to Vulcan and Region FCSS.

Initial _____

Please indicate your choice:

- Yes No

VOLUNTEER EMAIL CORRESPONDENCE

Please let us know if you would like to receive emails regarding upcoming volunteer opportunities. Canada's new anti-spam law requires us to obtain express consent from the public before we can send any commercial electronic messages. By checking the "yes" box you agree to receive commercial content from us.

Please indicate your choice:

- Yes No

 Volunteer Signature

 Parent Name if under 18 years of age (Print)

 Date

 Parent Signature

Under Section 33(c) of the FOIP Act, Vulcan and Region FCSS and Vulcan Regional Food Bank Society reserves the right to collect information that relates directly to, and is necessary for, an operating program or activity of the public body. Vulcan and Region FCSS and Vulcan Regional Food Bank Society also reserves the right to disclose this information under Section 40(1):

- (c) for the purpose for which the information was collected or compiled or for a use consistent with that purpose,
- (h) to an officer or employee of the public body or to a member of the Executive Council, if the information is necessary for the performance of the duties of the officer, employee or member,
- (i) to an officer or employee of a public body or to a member of the Executive Council, if the disclosure is necessary for the delivery of a common or integrated program or service and for the performance of the duties of the officer or employee or member to whom the information is disclosed,
- (bb) when the information is available to the public.

I hereby authorize to disclose information collected on this form Yes No

SIGNED THIS _____ DAY OF _____ 20____ SIGNATURE _____

PRINTED PARENT NAME _____ PARENT
IF UNDER 18 YRS OF AGE _____ SIGNATURE _____

VOLUNTEER OPPORTUNITIES

Check all or identify in order of preference the volunteer opportunities you are interested in

- Event Volunteers (throughout the year) Volunteers are recruited to assist at community special events at various venues.**
- Snow Angels Program (Winter Season) Volunteers support seniors and those with physical restrictions; by removing snow from resident's driveway/walkway along with sidewalks to ensure they are safe for all. The ideal candidate is anticipated to commit to the program for duration of the winter season.**
- Children and Youth Program Support Volunteers Assist in planning, facilitating, implementing, and evaluating municipally led children and youth programming for ages 3-17). Tasks will vary for each age group.**
- Volunteer with Vulcan Regional Food Bank Tasks may include filling hampers, stocking shelves, helping at food drives, wrapping presents, dividing food.**
- Courtesy Driving/Delivery Services**
- Senior Connection over the phone or in-person providing a wellness check.**
- Any special skills _____**

Dear Volunteer:

Re: Obtaining A Criminal Record Check for The Purpose of Volunteering with Vulcan and Region FCSS and Vulcan Regional Food Bank Society.

As a condition of volunteering with Vulcan and Region FCSS and Vulcan Regional Food Bank, all volunteers must obtain a Criminal Record Check issued by your local RCMP detachment and any information obtained during the criminal record check will be held in the **STRICTEST CONFIDENCE**.

The Record Check must be dated within the past 6 months and will expire after 2 years of the date listed on the Record Check because this is a requirement through the Town, there will be no charge to you.

PLEASE BRING THE FOLLOWING WITH YOU TO YOUR LOCAL RCMP DETACHMENT:

- 2 pieces of Government issued photo identification with your name, physical address and date of birth (example: Alberta Driver's License, Passport, Citizen Documents, Vehicle Registration if you are the registered owner listed)
- Letter of Request (back page) – to have the fee waived.

If it appears that you may have a criminal record (i.e. a possible match), you will need to submit to finger printing in order to determine with accuracy if you have been convicted of an offence. The RCMP Detachment will notify you when the results are in and it will be your responsibility to provide this information to us in a timely manner. Once we have received your Record Check, we will review any information obtained through the screening process and we can then discuss the volunteer opportunities available for you with Vulcan and Region FCSS and Vulcan Regional Food Bank.

Thank you in advance for completing the Criminal Record Check, a process which adds another layer of due diligence in the effort to ensure the safety and wellbeing of participants in programming & events.

Sincerely,

Joan Petersen
Director
Family & Community Support Services



Box 594, 105B-3rd Ave S
 Vulcan, AB T0L 2B0
 M 403-485-2192
 F 403-485-6043
reception@vulcanandregionfcss.com

Date: _____

Royal Canadian Mounted Police
 County Emergency Services Building
 165075A Range Road 244
 Vulcan AB
 Administration (403)485-2267

Re: Police Information Check

Please be advised that the person noted below has applied with Vulcan & Region FCSS and or Vulcan Regional Food Bank Society.

(Please Print)

Name: (First, Middle, Last _____

Position: _____

Volunteer: _____

She/he requires a Police Information Check, as well as a Vulnerable Sector Check to be completed as a part of our staff / volunteer screening process.

We request that the Police Information Check includes Boxes 1,2,3

Should you have any questions, please contact me at 403-485-2192 or by email:

Sincerely,

Joan Petersen
 director@vulcanandregionfcss.com

Director, FCSS