



CAMPHILL COMMUNITIES ONTARIO

VOLUNTEER APPLICATION

The Camphill Communities Ontario Volunteer Application is comprised of 5 parts:

1. This Volunteer Application (complete with references)
2. An Up-to-date Resume
3. A complete Police Reference Check or Release Form
4. A signed Confidentiality Agreement
5. A signed acknowledgement of the policies and procedures as they pertain to volunteers at Camphill

PERSONAL INFORMATION:

Name: _____

Address: _____

Postal Code: _____ Phone: _____

Email: _____

Gender: Male Female

Age: Under 13 13-17 18-35 36-50 51-65 65+

Emergency Contact Name: _____

Relationship: _____ Phone: _____

Do you have a drivers license? Yes No

Do you have any medical issues which would limit the type of work you can do?

No Yes (specify) _____

VOLUNTEER INTERESTS:

Are you interested in a particular volunteer position that you have seen advertised? If so, please indicate: _____

Please answer the following questions to help us find an appropriate volunteer opportunity for you:

How often are you interested in volunteering?

A few times a week Weekly Monthly Event Specific

What is your availability?

Mornings Afternoons Evenings Weekends Irregular

Please check the following days you would be available to volunteer?

Mon Tues Wed Thurs Fri Sat Sun

What type of volunteer opportunity are you interested in?

One-One work with an adult with special needs (Companions)

Workshop/Program Specific (please specify) _____

Office Work (fundraising, filing, website work, events, etc.)

Do you have experience in any of the following areas? Check all that apply

Pottery Weaving Gardening Woodworking Music

What are your hobbies or interests?

What are you hoping to achieve/learn by volunteering at Camphill?

YOUR REFERENCES:

Please provide us with two references. References should be individuals who have worked with you in an employment or volunteer capacity. Relatives cannot be listed as references.

Reference #1:

Name: _____

Title: _____

Relationship to Applicant: _____

Phone Number: _____

Email Address: _____

Reference #2:

Name: _____

Title: _____

Relationship to Applicant: _____

Phone Number: _____

Email Address: _____

POLICE RECORD CHECK POLICY:

Volunteering with Camphill Communities Ontario may put you in contact with vulnerable persons. As such, it is our policy that all staff and volunteers must complete a Police Record Check.

Camphill Communities Ontario will not accept individuals under the Community Service Order Program if their service order is a result of a violent or sex-related offense.

POLICE RECORD RELEASE:

Volunteers at Camphill's Nottawasaga site are required to fill out a Police Record Release form in order for us to request relevant information regarding past offences that may impact the volunteers' ability to interact with vulnerable persons at Camphill.

Volunteers at our Sophia Creek location are required to have a vulnerable persons record check completed at your local police station and submit it to the Volunteer Coordinator.

PLEASE READ THE FOLLOWING POLICIES AND PROCEDURES AS THEY PERTAIN TO VOLUNTEERS AT CAMPHILL AND SIGN BELOW:

REINMBURSEMENT OF EXPENSES:

Volunteers may be eligible for reimbursement of out-of-pocket expenses incurred while fulfilling assigned duties.

Volunteers may submit receipts for reimbursement for pre-approved expenses such as:

- a) Mileage at the agency rate;
- b) Seminar fees related to volunteer duties;
- c) Transportation costs to perform volunteer assignments;
- d) Other miscellaneous expenses pre-approved by Coordinator, in accordance with agency policy and within budget.

HEALTH & SAFETY:

Camphill Communities Ontario intends to ensure equally the health and safety of clients, volunteers and staff. It is the responsibility of each volunteer to make the agency aware of health issues that may impact on the volunteers' ability to carry out their duties.

RESPONSIBILITY:

Limitations of any volunteer responsibility shall be set out during the recruitment/interview process.

MATTERS PERTAINING TO VOLUNTEER CONDUCT:

GIFTS: Volunteers shall not accept gifts, loans, commission or any monetary reward or fits offered in gratitude for services rendered or anticipated from a client (Companion) save except Christmas/Birthday gifts of an approximate value not to exceed \$25. Should a volunteer accept a gift in excess of this value, it shall be grounds for termination of the volunteer's involvement with Camphill.

VOLUNTEER-STAFF/CLIENT RELATIONSHIPS:

In the case of volunteer-client relationships, the volunteer may be considered in a position of power and is responsible to operate in a professional manner.

In the case of volunteer-staff relationships, volunteers and paid staff/coworkers are considered partners in implementing the mission and programs of Camphill. It is essential that each partner treats the other with trust, respect and cordiality.

CONFIDENTIALITY:

Volunteers are responsible for maintaining the confidentiality of all privileged information to which they are exposed while serving as a volunteer, whether this information involves an individual staff person, another volunteer, client of agency business. Similarly, the agency keeps confidential all volunteer information.

No communication made by a client (Companion) or information about a Companion from any source is to be disclosed, other than when a set of circumstances exist that would lead a reasonable person exercising reasonable care and concern to believe that failure to disclose information would constitute a danger to a client.

Each volunteer is required to complete a Statement of Confidentiality as a part of the application process.

DISMISSAL:

Volunteers who do not adhere to the policies and procedures of the agency or who fail to satisfactorily perform their volunteer duties are subject to dismissal. Dismissal shall be a last resort, applied only when other approaches have been attempted and failed.

Dismissal of a volunteer, wherever possible, shall take place only after consultation amongst the Supervisor, Volunteer Coordinator and the Volunteer.

Dismissal will follow the agency's progressive discipline process that is based on performance standards established for each position and includes a sequence of verbal and written warnings.

The agency retains the right to request a Volunteer leave immediately for reasons such as:

- a. Being under the influence of alcohol or drugs while performing volunteer assignments;
- b. Theft of property or misuse of agency funds, equipment or materials;
- c. Falsification of records;
- d. Traffic violations causing bodily harm where the volunteer is deemed to be at fault;
- e. Abuse or mistreatment of clients or co-workers.

I have read and understood the aforementioned policies and procedures and agree to abide by the practices of Camphill Communities Ontario while acting in a Volunteer capacity.

PRINT NAME

SIGNATURE

DATE