

NEIGHBOUR TO NEIGHBOUR CENTRE (HAMILTON)

28 Athens Street, Hamilton, Ontario L9C 3K9

Phone 905-574-1334/fax 905-574-1688

Email: volunteer@neighbourtoneighbourcentre.com

VOLUNTEER APPLICATION

Once completed, this form becomes the property of Neighbour to Neighbour Centre (Hamilton)

PLEASE PRINT

Name: _____ Date: _____

Address _____

City: _____ Postal Code: _____

Home Phone # _____ Work Phone # _____

E:Mail _____ Profession/Trade: _____

Contact Person in Case of Emergency:

Name: _____ Phone # _____:

Why do you want to volunteer at Neighbour to Neighbour?

Extra Time		Learn Skills	
Career Experience		Personal Satisfaction	
To Meet People		Interested in Field	

In what program(s) would you be interested in volunteering?

Foodbank		Warehouse	
Christmas Hamper Program		Resource Counselling	
Christmas Box Program		Layette Program	
Bundle Up Program		Pick Your Own Program	
		Tutoring Program	

Would you be interested in volunteering on the following Fundraisers?

Used Book Store		Tag Day	
Baseball Tournament		Curling Classic	
Volleyball Tournament		Clergy Breakfast/Lunch	
Golf Tournament		Teachers Breakfast/Lunch	
Vintner's Dinner		Spaghetti Dinner/Dance	

Would you be interested in sitting on one of these following committees, please note this does entail

fundraising capabilities and community awareness:

Corporate		Marketing & Communications	
Resources		Program & Services	
Evaluation		Nominating	
Research		Other	

Days and hours available?

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
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 other than English? _____
 Languages written other than English? _____
 Would you be willing to translate? Yes _____ No _____
 List skills, hobbies/interests: _____

Are you Employed? _____
 Are you Retired? _____
 Looking for work? _____
 Student? _____
 Other? _____

Please list volunteer related references:

Name of Organization	Supervisor & Phone Number	Dates from and to	Duties

May we call the above organization(s) for a reference? Yes _____ No

How did you hear about Neighbour to Neighbour Centre, (Hamilton) e.g. media, presentations, etc.

PLEDGE OF CONFIDENTIALITY

INSTRUCTIONS: To be completed by all persons, who may have access to confidential information (Board Members, Employees, Committee Members, Volunteers and all other 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.

VOLUNTEER CODE OF ETHICS

When you volunteer, you assume obligations and responsibilities. The people you serve and work with should be treated with dignity, consideration and respect at all times. As a volunteer, remember that your actions reflect on the organization and its place in the community.

- X Make an honest effort to perform your volunteer activities to the best of your ability.
- X Honour the commitment you made when starting the service.
- X Be held accountable for your actions.
- X Accept direction and leadership and follow the rules of the organization.
- X Being a volunteer does not give you the right to do what you want.
- X Accept the general goals, methods, and procedures of the organization.
- X If you do not agree with their ideas then you should not go to work for them.
- X Notwithstanding the above, you should be prepared to work within the organization to change what you do not agree with - your comments, ideas and suggestions should be channelled into the organization.
- X Keep confidential matters confidential; in explaining the agency's work to relatives, friends and/or members of the community, be sure that your examples do not contain personal identifiable information about the individuals concerned.
- X Co-operate with other volunteers and staff.
- X Respect the organizations property, materials and equipment.
- X Learn new skills, accept new ideas and adapt to changing conditions.

These points are a guide to your behaviour as a volunteer, they are not intended to cover every situation or provide a set of absolute standards.

I agree to abide by the above mentioned Code of Ethics.

Dated at Hamilton this _____ day of _____ 20

Witness

Signature