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| **Volunteer Manual** |
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| **CMHA** |
| **5/15/2017** |
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**Section 1**

**Orientation**

Our Vision

*Mentally healthy people in a healthy society*

Our Mission

*To promote the mental health of all people*

Values/Beliefs

* Social justice
* Individual and collective responsibility
* Access to appropriate and adequate resources and supports
* Self determination
* Maximum feasible community integration

Program/Services

* Information/Access
* Mental Health Promotion
* Counselling
* Dual Diagnosis
* Justice Services
* Clubhouse – Hope House/Club 84
* Peer and Family Support
* Housing Supports
* Facilitation/ Co-ordination/ Collaboration
* Advocacy

**Getting Involved**

Getting involved in your community and truly making a difference in the lives of people with mental health issues is simple!  Are you the type of person who wants to make that difference?  Do you have a positive outlook and want to use your talents and skills to help at CMHA Sault Ste. Marie?

***It doesn’t matter how much or how little time you have to offer.******All that matters is that you have the desire to get involved!***

There are a variety of ways our volunteers impact the lives, and more importantly, the quality of life that our clients have.  At any of our sites, volunteers are at the heart of many of our programs and services and our clients truly benefit from the impact our volunteers have.

***To apply for a volunteer position:***

Complete a [Volunteer Application Form](http://cmhamiddlesex.ca/wp-content/uploads/2014/01/Volunteer-Application-Form.pdf) in full. These can be found in the last section of this manual. Be sure to let us know on your application which position(s) you would like to apply for.

***When recruiting and selecting volunteers, please be aware CMHA Sault Ste. Marie:***

* Screens and interviews all potential volunteers
* Provides orientation and training to all volunteers
* Maintains records for all volunteers
* Will require a police records check, when working directly with clients as a Program Volunteer or a Group Co-Facilitator
* Volunteers working directly with clients of the agency must be at least 18 years of age

**Volunteer Rights**

### You have the right to:

GET CREDIT FOR WHAT YOU DO!

* to be treated with respect
* to receive clear instructions/ guidelines about the tasks you are asked to complete
* to receive ***“on the job***” orientation and training, to develop new skills
* to have your boundaries respected
* to say no if you can’t or don’t wish to volunteer for something
* to get the information you need to get the job done
* to be informed of the Canadian Mental Health Association
* to attend Volunteer Orientation and Training sessions

**Canadian Code for Volunteer Involvement**

The Code has three important elements:

1. 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.

2. 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.

3. ORGANIZATION STANDARDS FOR VOLUNTEER INVOLVEMENT

* The board 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 support 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.

**Section 2**

**Job Descriptions**

**Opportunity:** CMHA Events and Fundraisers

**Target Group:** General Public

**Skills Required:**

* Desire to assist with awareness and fundraising events
* Desire to plan, organize and assist with events to raise money for the agency
* Fundraising and/or event planning experience is an asset
* Ability to build strong relationships with new people and organizations
* Detail-oriented with excellent time management skills
* Strong interpersonal skills
* Works well independently and as part of a team

**Activities/Tasks:**

* Assist with all donors, renewal and recognition activities
* Assist the planning and management of fundraising events
* Assist with coordinating and follow up on mailings and phone campaigns, as well as donor requests
* Work with the fundraising team to prospect and solicit major donors
* Identify and approach potential business partners
* Help increase communications with supporters
* Help with promoting events
* Assist with general fundraising activities as needed

**Goals:**

* Raise awareness in the community about CMHA programs and services, reduce stigma
* Raise funds
* Build relationships in the community

**Time Commitment:** Orientation and training (approximately 4 hours); Attending planning committee meetings and scheduled events

**Opportunity:** CMHA Speaker

**Target Group:** General Public

**Skills Required:**

* Lived experience with a mental illness/addiction or supporting a loved one through mental illness/addiction/suicide
* Desire to share your journey of recovery
* Ability to speak in front of small or large groups (we will help you)

**Activities/Tasks:**

* Write and develop your personal story with speaker’s bureau training.
* Share your personal story with groups as requested. (Represent: yourself, CMHA and principals of recovery when speaking)

**Goals:**

* Educate public, inspire hope and help reduce stigma.
* Some examples: High schools, College and University, Awareness Events, stories on website and social media

**Time commitment:** Orientation and Training (approximately 4 hours); Available to speak when requested (we will try to give at least one weeks’ notice for any speaking request and provide as much information about the event as possible)

**Opportunity:** Board and Committee Membership

**Target Group:** General Public

**Skills Required:**

* Board experience in a not-for-profit setting, or the willingness to learn
* Knowledge of finance, the legal system, health & wellness, human resources, systems integration or organization management
* Passion for mental health wellness for our community

**Activities/Tasks:**

* Ensure compliance with the corporation’s by-laws and regulations
* Ensure than an annual budget is prepared and approved
* Not be an active client in any of the sponsored programs of the agency
* Attend 75% of board meetings and meetings of committees of which you are a member
* Ensure that CMHA has access to competent legal and accounting services
* Ensure that the Board of Directors as whole determines policies and management of the affairs of CMHA
* Record all volunteers hours and submit on a monthly basis
* Participate in fund raising and other events

**Goals:**

* Educate public, inspire hope and help reduce stigma.
* Raise funds
* Build relationships

**Time commitment:** Orientation and Training (approximately 4 hours); 2 – 4 hours monthly for meetings and events

**Opportunity**: Evening and Weekend/Social Drop In

**Target Group:** Adults Living with Mental Illness who attend Club 84/Hope House

**Skills Required:**

* Ability to work in partnership with clients/staff
* Knowledge and understanding of the mental health and addictions
* Demonstrated ability to observe boundaries, refrain from dual relationships
* Demonstrated diplomacy and respect
* Ability to make sound judgments and to effectively communicate that to others
* Excellent organizational and time management skills
* Excellent interpersonal skills to develop and maintain sound relationships
* Excellent verbal communication skills
* Engage in reasonable self-care strategies that incorporate balancing work/life responsibilities
* Excellent problem-solving and decision making skills

**Activities/Tasks**

* Assist members and staff with meals and clean up
* Assist with social recreational activities
* Assist with special events or parties
* Friendly visiting

**Goals**

* To model self- care, healthy living, competence, self-worth, flexibility, accommodation, and values of trust and hope.

**Time Commitment:** Orientation and Training (approximately 4 hours). This program runs as a drop in centre only in evenings and on weekends. (Mon-Fri 4:30-8:00 and Sat-Sun 10:00-4:00)

**Opportunity:** CMHA Housing Program

**Target Group:** Adults Living with Mental Illness

**Skills Required:**

* Ability to work in partnership with residents/staff
* Knowledge and understanding of the mental health and addictions
* Demonstrated ability to observe boundaries, refrain from dual relationship with clients
* Demonstrated diplomacy and respect
* Ability to make sound judgments and to effectively communicate that to others
* Excellent organizational and time management skills
* Excellent interpersonal skills to develop and maintain sound relationships within and outside CMHA
* Excellent verbal communication skills
* Engage in reasonable self-care strategies that incorporate balancing work/life responsibilities
* Excellent problem-solving and decision making skills

**Activities/Tasks:**

* Assist residents and staff with meals and clean up
* Assist with social recreational activities
* Assist with special events or parties
* Friendly visiting
* Assist clients with appointments (valid driver’s license required)

**Goals:**

* To model self- care, healthy living, competence, self-worth, flexibility, accommodation, and values of trust and hope.

**Time Commitment:** Orientation and Training (approximately 4 hours); 2-4 hours a week

**Opportunity:** Greeter Walk-in Counselling Service

**Target Group:** General Public

**Skills Required:**

* Some college or university preparation in one of the human services
* Ability to work with clients and staff of various agencies
* Demonstrated high level of maturity and interpersonal skills
* Ability to provide services in both official languages is an asset
* Certification or willingness to be certified in safeTALK and/or Mental Health First Aid Training
* Ability to maintain a high degree of confidentiality
* Practice excellent self-care strategies

**Activities/Tasks:**

* Set-up or clean up registration/waiting area
* Greet all visitors in a courteous and pleasant manner
* Provide intake registration services
* Complete all paperwork accurately and in a timely manner
* Photocopy and replenish supplies as necessary
* Assume other responsibilities during service provision as may be assigned from time to time by the Supervisor

**Goals:**

* To be a welcoming face to greet and assist clients who are attending the service

**Time Commitment:** Orientation and Training (approximately 4 hours); up to 8 hours weekly

**Opportunity:** Group Co-Facilitator

**Target Group:** Adults Living with Mental Health Issues

**Skills Required:**

* Knowledge and understanding of the mental health and addictions
* Demonstrated ability to observe boundaries, refrain from dual relationship with clients
* Demonstrated diplomacy and respect
* Excellent organizational and time management skills
* Excellent verbal communication skills
* Engage in reasonable self-care strategies that incorporate balancing work/life responsibilities
* Excellent problem-solving and decision making skills
* Certification or willingness to be certified in safeTALK and/or Mental Health First Aid Training

**Activities/Tasks:**

* Work with assigned staff to deliver various groups
* Assist in and lead group discussions
* Work with staff to ensure group safety
* Assist in setting up the space and cleaning the space after group

**Goals:**

* To model self- care, healthy living, competence, self-worth, flexibility, accommodation, and values of trust and hope.

**Time Commitment:** Orientation and Training (approximately 4 hours); 2-4 hours a week

**Section 3**

**Forms**

**VOLUNTEER PROGRAM APPLICATION FORM**



**PERSONAL INFORMATION**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Apt. #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you a current service user at CMHA Sault Ste. Marie?

□ No □ Yes, please list program/s involved in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

1. First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please Indicate Age Range**

□16-20 □21-50 □50+

**Are you hoping to complete your mandatory 40 hours of service for high school?**

□**Yes** □**No**

**SKILLS AND INTERESTS**

Educational Background:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hobbies & Interests:

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Languages spoken and written: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Relevant work experience, training, and skills:

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Previous volunteer experience (if any):

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Why are you interested in volunteering with CMHA Sault Ste. Marie? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**PREFERENCES IN VOLUNTEERING**

**Please indicate your areas of Interest in volunteering with CMHA – Sault Ste. Marie (check all that apply):**

□Office Work □Board of Directors □Advisory Committees

□Peer Support □Fundraising Activities

□Group Facilitation □Leisure Activities

□Public Awareness □Housing Program

□Workshops □Friendly visiting

□Special events □Drop in Center (evening/weekend)

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list any specific programs or volunteer positions that you would like to apply for (if any):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AVAILABILITY**

Please indicate your commitment to volunteering:

□3-6months □6-12months □1 year □ More than one year

Frequency with which you are available to volunteer:

□ 2-3x Week □Weekly □Bi-weekly □Monthly

Days and times available:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Mon | Tues | Wed | Thurs | Fri | Sat |
| From: |  |  |  |  |  |  |
| To: |  |  |  |  |  |  |

**BACKGROUND INFORMATION**

Do you have limitations that may impact your ability to perform certain types of work?

□ No □ Yes, please explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you require any accommodations to fulfill your volunteer role?

□ No □ Yes, please explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This position may require you to do a Vulnerable Sector Screening. Is there any reason why you would not agree to this?

□ No □ Yes, please explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REFERENCES CONTACT INFORMATION**

Please list two individuals that we may contact, preferably volunteer or work references:

1) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Please read carefully before signing:**  I verify that the information provided in this application is accurate and true. I also understand that volunteering with the Canadian Mental Health Association is dependent on acceptable results from criminal record checks and reference checks. While every attempt is made to secure the volunteer position that is desired, CMHA maintains the authority to decide the placement of volunteers.  I authorize the above noted reference checks and criminal record checks, and release all persons requesting or providing such information from all liability or responsibility. |

APPLICANT SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complete application and send back to:

**Volunteer Responsibilities**

You are responsible for:

* supporting the basic philosophy of the Canadian Mental Health Association
* attending “ Volunteer Orientation “ sessions, within 60 days of actively volunteering
* signing a “ Volunteer Contract and Confidentiality “ statement
* Determining you own boundaries and clearly expressing them to your supervisor.
* Following through with any commitments you make
* Participating in a 6 month and annual evaluation process
* Following proper procedures
* Becoming informed about the CMHA and its policies ***(ask questions )***
* Discussing any new initiatives with appropriate supervisor

Last Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Volunteer Agreement**

**CMHA VOLUNTEER AGREEMENT**

The intent of this agreement is to assure you of our appreciation of your services and to indicate our commitment to do the very best we can to make your volunteer experience here a productive and rewarding one.

**The Canadian Mental Health Association, Sault Ste. Marie, agrees to accept the services of:**

**And commit to the following:**

1. Provide a written job description for each volunteer assignment
2. Provide adequate information, training, and/ or assistance for the volunteer to be able to meet the responsibilities of the position
3. To provide supervisory aid if and when needed, and provide feedback on the performance
4. Keep records of service and be receptive to any comments regarding ways in which we might mutually better accomplish our respective tasks

**The volunteer agrees to:**

Serve as a volunteer and commit to the following:

1. To work on a regular number of hours each (week/ month ) on a schedule acceptable to CMHA
2. To keep an accurate record of hours worked and to perform assignments in good spirit and seek guidance if and when is doubt
3. To adhere to CMHA rules and procedures including record keeping, confidentiality of CMHA and client information
4. To be reliable in attendance and to provide adequate notice to your supervisor so other arrangements can be made in the event you are unavailable
5. Attend any orientation/ training if and when scheduled so as to become familiar with CMHA policies and procedures and specific assignments
6. To accept CMHA’s right to dismiss a volunteer for poor performance and poor attendance
7. Depending on the nature of your volunteer position (if you are working directly with clients) you may be required to complete a vulnerable persons Ontario police check and or a criminal record check

Volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Volunteer Training/Orientation Checklist**

***Name of Volunteer:***

|  |  |
| --- | --- |
| **Expectations** | **DATE COMPLETED** |
| *Sign confidentiality form and conflict of interest form* |  |
| *Tour of facilities* |  |
| *Meet with assigned staff member* |  |
| *Review relevant policy and procedures* |  |
| *Receive instruction on how to use telephone system, photocopier, etc.* |  |
| *Review*  [*www.cmha.ca/data/1/rec\_docs/1959\_Stigma.pdf*](http://www.cmha.ca/data/1/rec_docs/1959_Stigma.pdf)  [*www.cmha.ca*](http://www.cmha.ca)  [*www.ontario.cmha.ca*](http://www.ontario.cmha.ca)  *www.ssm-algoma.cmha.ca* |  |
| *Attend a volunteer training session* |  |
| *Submit police screening documentation* |  |
| *Complete Health & Safety training* |  |
| *Become familiar with programs/services offered* |  |
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*Signature of Volunteer:*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Signature of Supervisor:*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Volunteer Hours Log**

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| --- | --- | --- | --- |
| **Date** | **Activity/Program** | **Hours Completed** | **Supervisor**  **Sign-Off** |
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Volunteer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_