

**Included in this document:** (use these bookmarks for easy access to required page – hold down the ‘Ctrl’ key)

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**On Behalf of the Volunteer Bureau of Leeds and Grenville...**

# **WELCOME !!**

This package contains the forms that you will find useful throughout your membership with the Volunteer Bureau.

Please use any form as required and fax or e-mail them to us.

See Document FAQs for instructions.

**As the lead professional association for *Volunteer Leadership* in Leeds and Grenville, the Volunteer Bureau envisions communities in which the lives of individuals and communities are improved by the positive impact of volunteer action.**

Thank you and we look forward to working with you!

## AGENCY REGISTRATION / CHANGE FORM

Agency ID: \_\_\_\_\_ DATE: \_\_\_\_\_  
(office use only)

AGENCY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_ P/C: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

FAX: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

AGENCY'S EXECUTIVE DIRECTOR: \_\_\_\_\_

KEY CONTACT  Y  N PHONE/E-MAIL: \_\_\_\_\_

FULLTIME STAFF  PART TIME STAFF  VOLUNTEER

AGENCY'S VOLUNTEER COORDINATOR: \_\_\_\_\_

KEY CONTACT  Y  N PHONE/E-MAIL: \_\_\_\_\_

FULLTIME STAFF  PART TIME STAFF  VOLUNTEER

AGENCY'S CONTACT NAME: \_\_\_\_\_

KEY CONTACT  Y  N PHONE/E-MAIL: \_\_\_\_\_

FULLTIME STAFF  PART TIME STAFF  VOLUNTEER

BRIEF DESCRIPTION OF MANDATE / PURPOSE / SERVICES: \_\_\_\_\_

**Are you:**

Registered Non-profit?  Y  N Registered charity?  Y  N Number: \_\_\_\_\_

United Way agency?  Y  N Other? \_\_\_\_\_

**Membership renewal rates are set annually and invoiced in the last quarter, payment due by 31 December.**

**WE NEED SOME HELP...**  
**AGENCY VOLUNTEER OPPORTUNITY PROFILE**

Agency's name:		Phone:	
Submitted by:		Fax:	
E-mail:		Do you want this in the Community Hub Listing? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Special Event	<input type="checkbox"/> General help	<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Special needs
<input type="checkbox"/> Health care			
Specific job description: (Name: _____ )			
How many volunteers do you require?			
Preferred age range:			
<input type="checkbox"/> youth (14+)	<input type="checkbox"/> student (16+)	<input type="checkbox"/> Adult (18+)	Other: _____
Does this position require?			
Police check.....	<input type="checkbox"/> yes	<input type="checkbox"/> no	Own transportation.....
			<input type="checkbox"/> yes <input type="checkbox"/> no
Specific training.....	<input type="checkbox"/> yes	<input type="checkbox"/> no	Agency supplied training.....
			<input type="checkbox"/> yes <input type="checkbox"/> no
Other (please specify) _____			
Length of commitment		Seasonal work	Special event
		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Days required	<input type="checkbox"/> mon	<input type="checkbox"/> tue	<input type="checkbox"/> wed
		<input type="checkbox"/> thu	<input type="checkbox"/> fri
		<input type="checkbox"/> sat	<input type="checkbox"/> sun
Time schedule			
Other: _____			
Any specific skills that would be an asset?			
Worksite location: (please specify city, towns, etc.)			

## THE “NEWSWORTHY” VOLUNTEER STORY

Every Monday morning on JR FM 104.9 at 8:15am, the Volunteer Bureau profiles volunteers from Leeds and Grenville. It will highlight the volunteer and their experiences. The allotted time is 45 seconds.

It is a great way to spotlight our hard working volunteers. It is a wonderful way to encourage people listening to volunteer. It also creates an awareness of the many agencies needing volunteers.

If you are interested in having a volunteer from your agency recognized, please complete the following form and fax it to the Volunteer Bureau. Submissions are ongoing.

*Thank you for the kind support of Bruce Wylie.*

Agency's name: \_\_\_\_\_ Phone: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Volunteer's name: \_\_\_\_\_

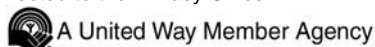
Volunteer's position: \_\_\_\_\_

Volunteer's Information (ie. How long have they volunteered, etc)

I have spoken to this volunteer about this radio 'highlight'	<input type="checkbox"/>	<input type="checkbox"/>
	yes	no
I have explained that the Volunteer Bureau may or may not choose to use this profile on air	<input type="checkbox"/>	<input type="checkbox"/>
	yes	no

Extra comments: \_\_\_\_\_

**PRIVACY STATEMENT** The Volunteer Bureau of Leeds & Grenville respects everyone's privacy and will work diligently to ensure all personal information provided to us remains accurate, confidential and secure. We have physical, electronic and procedural safeguards to protect collected information. We provide your personal information only to staff or fellow volunteers who need it for purposes that have been disclosed or otherwise made known to you. We treat all information with respect and discretion. We do not disclose your personal information to anyone, except as allowed or required by law. Questions or concerns about our privacy policy can be directed to the Privacy Officer





## Workshop Requests

The Volunteer Bureau of Leeds and Grenville wants to ensure you have all the information you may need to successfully run your volunteer programs. Please indicate below, by checking the appropriate box:

- We would like more information and/or knowledge sharing;
- We would like to attend a workshop on this topic; or
- We would like to host a workshop in my organization or community.

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Organizational Management                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Legal Liabilities for Board Members                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Organizational By-laws, Policies and Procedures                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Media Relations and Marketing                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Technology and the Volunteer Sector                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Volunteer Job Design  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Recruitment and Retention of Volunteers                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Policies and Procedures for Volunteer Involvement               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Volunteer Screening   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Orientation and Training of Volunteers                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Motivating and Managing Volunteers                              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Creating Volunteer Handbooks                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Supervision, Evaluation and Dismissal of Volunteers             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Creating an Accessible and Inclusive Environment for Volunteers |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Evaluating Volunteer Programs                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Volunteer Recognition   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fundraising with Volunteers                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Strategies for involving Family Volunteers                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Strategies for involving Youth Volunteers                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Strategies for involving Children Volunteers                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Strategies for involving Senior Volunteers                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Strategies for involving Virtual Volunteers                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Strategies for involving Corporate and Employee Volunteers      |

Other:

Contact: \_\_\_\_\_

Member Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

In the event that workshops are not planned, we will arrange for one-on-one consultation for any of the above

## Get Linked Up!

At the Volunteer Bureau we upgrade content on our website regularly. We continue to develop our '**Links**' section, where our visitors can surf over to the websites of our member agencies. If you have a website that you would like to promote on our '**Links**' page, please complete this form and return to our office.

**Link to:** [www.volunteerleedsgrenville.com](http://www.volunteerleedsgrenville.com)

I hereby give permission to the Volunteer Bureau of Leeds and Grenville to provide a link from their website to our website:

Organization: \_\_\_\_\_

WebSite URL: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

## Community Hub

The **Community Hub** is an online database that provides an opportunity for member agencies to recruit and manage volunteers online. This program offers promotion, event scheduling and opportunity listing in a fully searchable database. This complimentary service is available to our member agencies through a link on the Volunteer Bureau website. The service is co-sponsored by the software developer, Volunteer<sup>2</sup>.

Organization: \_\_\_\_\_

Level of interest:    Online Presence:     Volunteer recruitment:     Report requests:   
~ To purchase the full Volunteer Impact component, visit [www.volunteer2.com](http://www.volunteer2.com) ~

Site Management:                      Self-managed by agency                       Volunteer Bureau managed

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

The Volunteer Bureau retains the right to approve any content on a Community Hub agency site. An agency may register directly for their individual site through the Community Hub. If you have requested Site Management by the Volunteer Bureau, all information must be provided by the agency in a timely manner.

Links to the Volunteer Bureau website and any components thereof, including logos, requires permission from the Volunteer Bureau of Leeds and Grenville. Contact the Executive Director or log on for more information.  
[www.volunteerleedsgrenville.com](http://www.volunteerleedsgrenville.com)

## Resources at your Fingertips

The following Resources and Regular Support Services are available to our Member Agencies at all times, throughout the year:

### **Books and Reference Materials**

*On all sorts of relevant topics*

### **Posters and Promotional Pamphlets**

*For effective volunteer recruitment and /or recognition*

### **The Bureau Buzz**

*Newsletter e-mailed or faxed as requested*

### **VB Quick Notes**

*E-mail update to enhance communication*

### **Volunteer Fairs**

*Throughout the year, both public and student targeted.*

### **Volunteer Week Program Support**

*Ideas, guest speakers, how to's*

### **The Volunteer Pool**

*You may need, we may have: Volunteers with job specific skills, willing to help ~ short term projects or long term goals*

### **Annual Cogeco Mayors' Community Walk**

*Annual walkathon offering promotion and pledge money income to any Leeds and Grenville not-for-profit Organization*

### **Community Volunteer Income Tax Program**

*The Bureau's Service to the community, offering help to your clients*

***Fax, E-mail or call the Bureau for more information on any services***

This document (Volunteer Bureau Agency Forms) is available to you in MS Word or Acrobat PDF format.

- Choose your form (document page)
- You can type your responses directly in the form on your screen.
- Print the form  
(choose: print current page in your Printer Options)
- Fax it to the Volunteer Bureau

***Thank you for your involvement in the  
Volunteer Bureau of Leeds and Grenville!***

**We can always be reached at:**

Phone: 613 342-7040  
866 269-0200

Fax: 613 342-7831

Email [info@volunteerleedsgrenville.com](mailto:info@volunteerleedsgrenville.com)

Snail Mail 42 George Street  
P.O. Box 1813  
Brockville, Ontario, K6V 6K8

Executive Director [Cheryl Marshall](#)

Please visit our web: [www.volunteerleedsgrenville.com](http://www.volunteerleedsgrenville.com)

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Appendix attached: Membership Benefits

*Note:* Privacy policy available by phone request or  
Online: [www.volunteerleedsgrenville.com/PolicyReports.htm](http://www.volunteerleedsgrenville.com/PolicyReports.htm)  
or: log to our site> About Us> Policy & Procedures

## MEMBERSHIP BENEFITS

The Volunteer Bureau of Leeds and Grenville maintains a critical link between the community and nonprofit organizations in Leeds and Grenville. Everyday we connect individuals with volunteer opportunities and assist volunteer organizations to increase their overall effectiveness.

The Volunteer Bureau provides a wide range of specialized programs and services geared to the ever-changing needs of today's nonprofit organizations. Working with over 200 organizations, the Bureau is creatively mobilizing people and resources to strengthen the communities in Leeds and Grenville

**Included in this document:** (use these bookmarks for easy access to required page)

***Volunteer Services / Recruitment*** ~ RECRUITMENT ~ COMMUNITY HUB ~ VOLUNTEER FAIRS ~ VOLUNTEER WEEK PROGRAM SUPPORT ~ STUDENT VOLUNTEERING ~ THE CORPORATE CHALLENGE ~ ***Networking*** ~ INTERAGENCY MEETINGS ~ PROMOTIONAL AND MEDIA OPPORTUNITIES ~ FUNDRAISING  
~ ***Direct Services*** ~ RESOURCE LIBRARY ~ COMPUTER HELP ~ ADVOCACY ~ ***Communications*** ~ WEB SITE ~ E-NOTES ~ NEWSLETTER ~ CONNECTIONS  
~ ***Training*** ~ WORKSHOPS ~ MANAGEMENT CONSULTATION ~  
***Links to*** ~ SCHOLARSHIPS AND AWARDS

Browse your available services or call the Volunteer Bureau for more information:

***Volunteer Services / Recruitment*** ~ RECRUITMENT ~ COMMUNITY HUB ~ VOLUNTEER FAIRS ~ VOLUNTEER WEEK PROGRAM SUPPORT ~ STUDENT VOLUNTEERING ~ THE CORPORATE CHALLENGE

***Networking*** ~ INTERAGENCY MEETINGS ~ PROMOTIONAL AND MEDIA OPPORTUNITIES ~ FUNDRAISING

***Direct Services*** ~ RESOURCE LIBRARY ~ COMPUTER HELP ~ ADVOCACY

***Communications*** ~ WEB SITE ~ E-NOTES ~ NEWSLETTER ~ CONNECTIONS

***Training*** ~ WORKSHOPS ~ MANAGEMENT CONSULTATION

***Links to*** ~ SCHOLARSHIPS AND AWARDS

## Recruitment

Recruitment, interviewing and referral of volunteers to community agencies and organizations through the Volunteer Bureau provides a valuable service which increases the efficiency and effectiveness of matching community agencies and volunteer candidates. Many agencies depend on the Volunteer Bureau to augment their efforts filling volunteer positions. They may not have the resources to recruit for each position that comes open. Acting as a clearinghouse, the Bureau can present the opportunities to people who have not yet decided how they want to volunteer.

The Volunteer Bureau of Leeds and Grenville assist member organizations in volunteer recruitment by maintaining a database of volunteer opportunities. This searchable database is available on-line and is used by the public. Targeted recruitment programs focus on increasing the volunteer participation of children, youth, seniors, families, employees, corporations, new Canadians and persons with disabilities.

## Community Hub

Members have access to our newest tool, the Community Hub, to help with recruitment of volunteers. The main purpose of the Hub is to provide you with the latest easy-to-use tools to:

- showcase your organization
- post new volunteer positions on a searchable database
- keep your volunteer positions current
- add in new individual for your organization
- direct e-mail contact with potential and current volunteers
- post your events in the community dateline calendar

## Volunteer Fairs

Member organizations are invited to attend volunteer recruitment fairs in all areas of Leeds and Grenville, both public and student targeted.

## Volunteer Week Program Support

To help you plan or organize Volunteer Week recognition activities, packages are available upon request. Each year the Bureau hosts a **Mayors' Community Walk** to bring attention to the good work of volunteers throughout Leeds and Grenville.

## Student Volunteering

The Volunteer Bureau has many services available to schools in promoting volunteerism within the student and youth population of Leeds and Grenville. Through classroom presentations, workshops, volunteer fairs, contests, promotion of **Global Youth Service Day** and **International Volunteer Week** events, we support positive youth development through volunteering.

Recruitment and referral services for students, youth, and agencies which assists students in obtaining graduation and program requirements. Training and consultation services for member organizations who want to involve youth.

### **The Corporate Challenge**

The Volunteer Bureau offers their services to companies and businesses to help them understand how they can help their community. The Bureau works with companies to start workplace volunteer programs or to enhance their current community involvement.

### **Interagency Meetings**

The Volunteer Bureau offers monthly meetings throughout Leeds and Grenville to member organizations to support, educate and enhance volunteer management by sharing vital information with each other.

### **Promotional and Media Opportunities**

Members are invited to participate in unique initiatives that promote volunteers and the organizations to which they give their time. This includes the popular 104.9 JR FM Radio program **Volunteer of the Week**, which highlights volunteer contributions weekly. Our current **Ask a Friend Campaign**, targets specific groups of volunteers such as child/youth, families, seniors and corporations through monthly campaigns.

### **Fundraising**

Organizations are invited to participate in our annual fundraiser, the **Mayors' Community Walk**. Challenge your Mayors and Reeves in participating to promote Volunteerism throughout Leeds and Grenville. Walkers can designate 50% of the funds they raise to the non-profit of their choice.

### **Resource Library**

Access to nonprofit, fundraising and volunteer management resources. The Volunteer Bureau will source out needed materials for specific topics of interest in volunteer management.

### **Computer Help**

The Volunteer Bureau has volunteers with IT backgrounds ready, willing and able to assist our member agencies with computer hardware or software installation and upgrades. Also, network maintenance, trouble shooting, and/or repair.

## Advocacy

The Volunteer Bureau, along with other volunteer centres, stand up for the needs of volunteers and the agencies they support. Legislation and policy initiatives sometimes have unintended consequences for volunteers. Through the national and provincial affiliated volunteer centres the needs of volunteers are conveyed to the top level of government.

## Web Site

At the Volunteer Bureau we are constantly updating and adding new content to our website. Our website holds a wealth of information for both agencies and volunteers on volunteering. Your website can be directly linked to ours.

## E-Notes

Periodic email updates are sent out to our member organizations to enhance communication and ensure current issues and trends in volunteering are shared.

## Newsletter

Members receive our newsletter **The Bureau Buzz**, which contains information about emerging nonprofit issues, volunteer management strategies and tips, and information about upcoming educational and promotional opportunities. A wish list is included for those non-profit members needing office equipment or wishing to donate items. A special event calendar is included for posting of member organizations events.

## Connections

Members enjoy the many networking opportunities with over 200 like-minded organizations and forward-thinking business, government and community leaders. We also provide a link to provincial and national associations that are dedicated to supporting volunteerism: Volunteer Canada, Coalition of Ontario Voluntary Organizations, etc.

## Workshops

Ensuring you have all the information you need to successfully run your Volunteer Programs, a variety of workshops are available and are offered periodically throughout the year at agency requests.

## Management Consultation

By sharing its expertise, the Volunteer Bureau of Leeds and Grenville helps the communities and its organizations to become more productive. A good volunteer program increases the commitment and number of volunteers wishing to contribute their time and skills.

## Scholarships and Awards

The Bureau disseminates the following information on awards in Canada when requested.

### Volunteer Canada Awards

A guide to several different awards and scholarships available to people who volunteer.

### Ontario Volunteer Service Awards

These awards recognize continuous service to an organization and are granted at intervals of 5 years. Organizations provide names of the volunteers and awards are presented at ceremonies throughout the province.

### Outstanding Achievement Awards for Voluntarism in Ontario

Recipients must be nominated by their organizations. 20 recipients are chosen annually.

### Ontario Medal for Young Volunteers

Nominations for this award can be submitted by individuals, groups or organizations, Up to 10 recipients will be chosen each year.

### The Caring Canadian Award

This award honours Canadians for unpaid, voluntary contributions, most often behind-the-scene at the community level.

### The Flare Magazine Volunteer Award

The FLARE Volunteer Awards honour Canadian women who have dedicated a substantial portion of their time to enrich the lives of others and make their communities better places to live.

### The Dawn Cowan Memorial Award

Dawn Cowan was a student in Brockville who died tragically on April 20, 1995. In her memory, the CNIB is proud to sponsor this award. This award is given to a high school student in Leeds and Grenville who demonstrates a serious commitment to volunteering in their community. This annual award is given out by the CNIB Brockville Advisory Board with a cash award and a plaque which remains in the recipient's high school for 12 months. The award is handed out at the Volunteer Bureau's annual Volunteer Recognition ceremonies.