BLACKFALDS FCSS
FAMILY & COMMUNITY SUPPORT SERVICES

BLACKFALDS FCSS
Box 220 | 5018 Waghorn Street
Blackfalds, AB | T0M0J0
Office | 403.600.9066
Fax | 403.885.0011
volunteer@blackfalds.ca

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:** _____ **Hours Per Week**	
Past or Present Volunteer Activities (Including Membership in Clubs and Organizations):		
References	**Relationship**	**Email**

Volunteers 18 years of age and older are required to provide a Criminal Record Check and, if applicable, a Vulnerable Sector search. (Please see page 6 for more information).

Volunteers are required to reaffirm this interest in volunteering for events <u>every 24 months.</u>

Personal Information collected through this online form will be used to facilitate contact and placement of volunteers for the Town of Blackfalds events. This information is collected under Section 4(c) of the Protection of Privacy Act and will be protected under Part 1 of the Act. If you have questions or concerns regarding the collection and/or use of this information, please contact the Information Governance Coordinator at access@blackfalds.ca or by phone at 403.885.6370

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MEDIA CONSENT

I UNDERSTAND photographs and/or video and/or audio recordings of me may be circulated widely and that, if posted on the Town of Blackfalds and other websites, they will be available to the public. I further understand that the Town of Blackfalds 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 the Town of Blackfalds or its authorized representatives.

I ALLOW the Town of Blackfalds 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 Town of Blackfalds publication, multimedia production, video, CD-ROM, DVD, 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 can, at any time, opt out of this media consent by providing written notice to the Marketing & Communications Division at the Town of Blackfalds.

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 consent from the public before we can send any commercial electronic messages. By checking the "yes" you agree to receive volunteer information.

Please indicate your choice: ☐ Yes ☐ No

ETHICS POLICY | GIFTING

Though there are no concrete rules on gifting, you are discouraged from accepting tips from residents as this is an unpaid, volunteer program and services. It is at your discretion to accept gifts on special occasions.

ETHICS POLICY | HARASSMENT AND ABUSE

Any form of harassment or abuse towards a resident applicant or volunteer by another party will be grounds for dismissal from the Town of Blackfalds Volunteer Program and may be reported to the authorities. These actions include but are not limited to:

- Verbal abuse (discrimination, derogatory comments, racism, etc)
- Physical abuse
- Sexual abuse or harassment
- Neglect (refusal to assist a program participant in a time of physical crises, etc)

☐ *I hereby acknowledge that I have read this information*

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CONFIDENTIALITY & PRIVACY AGREEMENT

As a volunteer with the Town of Blackfalds, I understand that I may have access to confidential information concerning program participants, residents, staff, volunteers, municipal operations, records, and business activities.

I agree to:

- Keep all confidential and personal information secure and private.
- Use information only as necessary to perform my volunteer duties.
- Not disclose, discuss, copy, photograph, share, or remove confidential information without authorization.
- Not share confidential information with family members, friends, other volunteers, or through social media.
- Immediately report any actual or suspected privacy breach, loss of information, or unauthorized disclosure to the appropriate Town representative.

I understand that my obligation to maintain confidentiality continues during my volunteer service and after my volunteer role has ended. I understand that failure to comply with this agreement may result in the termination of my volunteer placement and may have additional legal consequences where applicable.

☐ *I hereby acknowledge that I have read this information*

Under Section 4(c) of the *Protection of Privacy Act*, the Town of Blackfalds reserves the right to collect information that relates directly to, and is necessary for, an operating program or activity of the public body. The Town also reserves the right to disclose this information under Section 13:

(b) for the purpose for which the information was collected or compiled or for a use consistent with that purpose,

(g) 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,

(h) 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 the Town of Blackfalds to disclose information collected on this form*

By signing below, I acknowledge that I have read and understood the information in this form.

Volunteer Signature _____ **Date** _____

Parent Name if under 18 years of age (print) _____ Parent Signature _____

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VOLUNTEER OPPORTUNITIES

Check which volunteer opportunities you are interested in:

☐ **Camp Curious Program Support Volunteers** (July-August) The Abbey Centre offers one-week camps during the summer months for ages 6-11.

- There will be opportunities for volunteers to help plan and participate in camp activities while maintaining a clean, safe, and fun atmosphere.
- Volunteers must be at least 14 years of age.
- Volunteers 18 and above will be required to provide a Criminal Record Check including Vulnerable Sector Search and Basic First Aid.
- **By checking you are giving permission to have your name and contact information forwarded to the Abbey Centre Guest Services Team Lead.**

☐ **Community Volunteer Income Tax Program (CVITP)**

- Complete tax returns for eligible people who have a simple tax situation, help direct taxpayers, or assist other volunteers.
- Some experience doing tax returns is helpful, but you will be given web-based or in-person training about volunteer responsibilities, taxes, and how to use the tax software.
- All volunteers must be pre-screened and approved by Canada Revenue Agency.
- Volunteers must be 18 years of age and will be required to provide a Criminal Record Check including Vulnerable Sector Search.

☐ **Event Volunteers** (throughout the year)

- Assist staff to prepare for and implement community special events.
- Assist with set up/clean up.
- Attend any required planning meetings, briefings, and debriefings.
- Identify any emerging issues or safety concerns and report to supervising staff.

☐ **FCSS Youth Program Support Volunteers**

- Assist in facilitation and delivery of Blackfalds FCSS programs and activities for school aged youth.
- Responsibilities may vary depending on the program and age group being served.
- Volunteers must be 18 years of age and older and will be required to provide a Criminal Record Check including Vulnerable Sector Search.

☒ **FCSS Youth – Leaders in Training Program** (Volunteer positions are currently full)

- Volunteers work side-by-side with FCSS Youth Programmer to help run exciting youth programs while gaining workplace and leadership skills
- Volunteers' experience in program facilitation and teamwork
- Volunteers must be in grades 9-12
- Volunteers 18 and above will be required to provide a Criminal Record Check including Vulnerable Sector Search and Basic First Aid.
- **By checking you are giving permission to have your name and contact information forwarded to the FCSS Youth Programmer.**

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☐ **Outdoor Aquatic Centre Volunteer Program** (Summer season)

- Volunteers shadow with certified lifeguards and instructors
- Volunteers will gain experience assisting with the water slides and spray park.
- Volunteers must be at least 14 years of age.
- Volunteers 18 and above will be required to provide a Criminal Record Check including Vulnerable Sector Search and Basic First Aid.
- **By checking you are giving permission to have your name and contact information forwarded to the Abbey Centre Aquatics Programmer.**

☐ **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 for duration of the winter season.
- Volunteers must be 14 years of age; those under 14 years of age require adult supervision.

☐ **Volunteer with Blackfalds Food Bank**

- Tasks may include filling hampers, stocking shelves, and helping at food drives.
- **By checking you are giving permission to have your name and contact information forwarded to the Food Bank Chairperson.**

☐ **Volunteer with Drive Happiness**

- Drive Happiness volunteers use their own vehicle to help seniors in their community get to important places such as medical appointments, the grocery store, and community programs.
- No minimum hours or time commitment.
- You choose where, when and how often you drive.
- You also receive a fuel reimbursement.
- **By checking you are giving permission to have your name and contact information forwarded to the Drive Happiness Program Coordinator.**

☐ **Volunteer with Golden Circle as a Broker Worker**

- The Golden Circle connects seniors with Broker Worker.
- Tasks may include light housekeeping, lawn/garden work, minor handyman repairs or snow removal.
- Reimbursement is $20/hour with a 2-hour minimum charge for each visit.
- Clients pay Broker Worker directly!
- Must be 18 years of age
- **By checking you are giving permission to have your name and contact information forwarded to the Golden Circle Volunteer Coordinator.**

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Dear Volunteer:
Subject: Criminal Record Check for Volunteering with The Town of Blackfalds

Thank you for your commitment to volunteering with the Town of Blackfalds. As part of our volunteer requirements, all volunteers must obtain a Criminal Record Check. Blackfalds RCMP only offers this service to people residing within its policing jurisdiction.

Please be assured that any information obtained will be treated with the utmost confidentiality.

To comply with our screening procedure, the Criminal Record Check must be dated within the past 6 months and will remain valid for 2 years from the date listed.

PLEASE BRING THE FOLLOWING ITEMS WITH YOU TO <u>YOUR LOCAL</u> RCMP DETACHMENT:

- Two pieces of government issued identification, one must include a photo, signature and date of birth (example: Alberta Driver's License, Identification Cards, Passport, Health Care Card, Birth Certificate)
- A Letter of Request
    - Criminal Record Check – include letter on page 7 to have the fee waived
    - Criminal Record Check including Vulnerable Sector Search – include letter on page 8 to have the fee waived
- Proof of residency, including your physical address (where you reside, not mailing – utility bill, lease agreement)

Please be aware if there is someone is Canada with the same name or date of birth with a conviction you will be required to submit fingerprinting to prove your identity. In addition, if 'possible match' is listed (indicating a criminal record), you will be required to submit fingerprinting to confirm whether a conviction exists. The RCMP will notify you once the results are available, and it is your responsibility to provide this information to us promptly. After we receive your Criminal Record Check, we will review the information and discuss potential volunteer opportunities with you.

Thank you for completing the Criminal Record Check. Your efforts contribute significantly to ensuring the safety and well-being of all participants in Town programming & events.

Sincerely,



Cara Kroetsch
Volunteer Programmer
Family & Community Support Services

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Subject: Request for Fee Waiver for Criminal Record Check

To Whom It May Concern,

This letter serves to confirm that the individual presenting it is currently in the process of becoming a volunteer with the Town of Blackfalds.

Given that our volunteer programs and events involve interaction with vulnerable individuals and that volunteers may engage with our organization in various capacities (including programs, events, and board membership); it is essential for this individual to obtain a **Criminal Record Check** prior to their participation.

Therefore, I kindly request that any fees associated with processing this Record Check be waived.

Thank you for your understanding and support. Should you have any questions feel free to contact me at 403.885.6360.

Sincerely,



Cara Kroetsch
Volunteer Programmer
Family & Community Support Services

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RE: Request for Fee Waiver for Criminal Record Check, including Vulnerable Sector Search

To whom it may concern;

This letter serves to confirm that _____ is in the process of becoming a volunteer with the Town of Blackfalds.

Volunteer Position:

- ☐ **Camp Curious Program Support Volunteers**
- ☐ **Children and Youth Program Support Volunteers**
- ☐ **Community Volunteer Income Tax Program (CVITP)**
- ☐ **Outdoor Aquatic Centre Volunteer Program**
- ☐ **Other:** _____

As our volunteer programs listed above include interaction with vulnerable individuals it is essential for this individual to obtain a **Criminal Record Check including a Vulnerable Sector Search**, before they can participate as a volunteer with the Town of Blackfalds.

Therefore, I kindly request that any fees associated with processing this Record Check be waived.

Thank you for your understanding and support. Should you have any questions feel free to contact me at 403.885.6360.

Sincerely,

Cara Kroetsch
Volunteer Programmer
Family & Community Support Services