



# Request for Volunteers

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

**AGENCY** \_\_\_\_\_ contact person \_\_\_\_\_

Address \_\_\_\_\_ postal code: \_\_\_\_\_ office hours: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Number of volunteers required \_\_\_\_\_

Volunteer position title \_\_\_\_\_

## Volunteer position description

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## LOCATION of Volunteer Program

BUS ROUTE (for program location) \_\_\_\_\_

Nearest major intersection of program location \_\_\_\_\_

Free parking                      Accessible parking     Yes             No

Physical setting of program (*brief description of environment in which the volunteer will work*)

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Wheelchair Accessibility  Yes     No            Elevator  yes             No  
Accessible Washrooms  Yes     No

## PROGRAM SCHEDULE

Morning                       Weekday  
 Afternoon                     Weekend  
 Evening                       Flexible

*Specify day and time* \_\_\_\_\_ volunteers required for all \_\_\_\_\_



# Request for Volunteers

## INTAKE PROCEDURE

Orientation:  Yes  No

**Training** (description and location)

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**Benefits provided** (e.g. bus fare, mileage, parking, meal, skills learned, courses/workshops)

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**Volunteer's expenses**

Uniform:  Yes  No  
Membership cost: \$ \_\_\_\_\_ per year  
Other \_\_Transportation\_\_\_\_\_

### Volunteer qualifications

Minimum age of volunteer \_\_\_\_\_ reason \_\_\_\_\_

Age range 0-14  15-20  21-39  40-55  55+  N/A

Volunteer job requirements (skills, experience, attitudes, personality, education, etc.)

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Male  Female  N/A

Language requirement

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### Would you accept a volunteer with the following:

- Emotional disability
  - Physical disability
  - Mental disability
  - Criminal record
  - Other (specify)
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Do you perform personal reference checks  Yes  No  
Do you perform police records checks  Yes  No  
Do you pay for the police records check  Yes  No

### Expected commitment from volunteer

Number of hours per week \_\_\_\_\_ for \_\_\_\_\_ months minimum

***Please tell us when the position is filled or canceled so we can pull your request!***

**photocopy for additional copies**