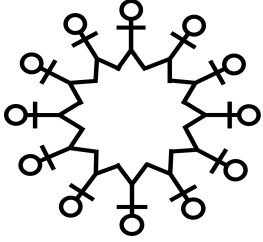


# New Circles Volunteer Application Form



First Name:	Date:
Last Name:	Home Phone:
Address:	Apt. or Unit #:
E-mail:	Postal Code:

Male   
  Female   
 //   
  High school student   
  Ontario Works

English Skill Level: \_\_\_\_\_ other languages \_\_\_\_\_

**NUMBER OF HOURS YOU'D LIKE TO WORK** \_\_\_\_\_ Which times/ shifts suit you best – use chart:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					
Evening	Closed	Closed	Closed		Closed

*I am not available on a regular basis. Please contact me when needed.*

*How will your experience and skills be useful to New Circles?*


*I am interested in the following volunteer work: (check all that apply)*

- |  |   |
|--|---|
| <input type="checkbox"/> sorting and processing clothing donations   | <input type="checkbox"/> Board member   |
| <input type="checkbox"/> finding new sources for donations           | <input type="checkbox"/> fundraising    |
| <input type="checkbox"/> office assistant                            | <input type="checkbox"/> communications |
| <input type="checkbox"/> language interpretation                     | <input type="checkbox"/> special events |
| <input type="checkbox"/> driver for picking up donations (as needed) | <input type="checkbox"/>                |

*Names and phone numbers of two people who can provide a personal or work reference:*

Name #1:	Phone:
Name #2:	Phone:

*In case of an emergency please contact:*

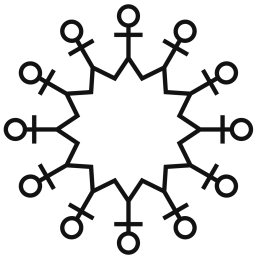
Name:	Home Phone:
	Work Phone:

*Case Worker (if applicable)*

Name and Agency:	Phone:
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I have read, understood, and will follow the Rules for Volunteers at New Circles, on the back of this sheet. I understand that, having taken all reasonable precautions, New Circles will not be held responsible for any accident or sickness that may result from volunteering here.

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



## Rules for Volunteers at New Circles

1. All volunteers are equally welcome. We treat each other with respect. We look out for each other.
2. Everyone is responsible to work safely, and to keep the workplace safe and secure. Volunteers may refuse work they think is unsafe.
3. Clients who use New Circles' services are entitled to be treated with dignity and politeness by volunteers and staff. Volunteers **must respect clients' right to privacy**, including the fact that they are our clients.
4. Many New Circles volunteers are newcomers to Canada, who volunteer in order to learn job skills. This outreach program is an important part of New Circles' mandate. Consequently, all volunteers share the responsibility for helping and training each other to do New Circles' work. As a newcomer volunteer, you have the right to be trained. As an experienced New Circles' volunteer, you are expected to offer training and mentoring to newcomers.
5. Volunteers should arrive on time for their set shift. If a volunteer is unable to come for her/his shift, s/he will let Lauren at Reception know by phone 416-422-2591.
6. Once you are scheduled as a volunteer, we rely on you to keep busy with our tasks. If you do not have enough to do, please check the Task Board and/or ask Alma, the Clothing Manager, for direction.
7. The donated clothing is for our clients. We have never had a problem with volunteers taking donations, but it is worthwhile to say here that we have a duty of trust to our clients to give the donations away to our clients. If you see an item you would like to take away, please refer to the **Volunteer Manual – Ready to Work!**
8. If you see a problem, we rely on you to alert staff. If you see a possibility for improvement, we rely on you to bring your ideas forward!