

Volunteer Application Form

Date: _____ **Name:** _____

Address: _____

City: _____ **Province:** _____ **Postal Code:** _____

Home Phone: _____ **Work Phone:** _____

Email: _____ **Fax:** _____

Emergency Contact: _____ **Emergency Phone:** _____

I am interested in the following volunteer opportunities:

| Business Development | Financial Literacy | Technology Access |
|---|--|---|
| <input type="checkbox"/> Guest Speaker on your Small Business Experience <input type="checkbox"/> Business Plan Tutor <input type="checkbox"/> Small Business Coach <input type="checkbox"/> Loan Review <input type="checkbox"/> ESL English Tutor <input type="checkbox"/> Guest Speaker on Business Topics (e.g.) <ul style="list-style-type: none"> - Marketing and Communications - eBusiness - Operations - Human Resources - Financial Projections - Financing - Sales - Bookkeeping - Taxes - Trade Fairs - Insurance - Legal Issues - Accounting | <input type="checkbox"/> Guest Speaker on your Small Business Experience <input type="checkbox"/> Guest Speaker on Money Management Topics (e.g.) <ul style="list-style-type: none"> - Budgeting and Expense Management - Credit Management - Taxes - Insurance - Investing - Banking - Stretching Your Dollar - Making Wise Consumer Choices - Wills and Estates - Mortgages - Home Ownership - Global Economy | <input type="checkbox"/> Computer Lab – User Support <div style="background-color: #e0e0e0; text-align: center; padding: 5px;">Pre-Apprenticeship Trades Training</div> <input type="checkbox"/> Tutors <ul style="list-style-type: none"> - ESL English - Math - Science <input type="checkbox"/> Classroom Aides <input type="checkbox"/> Plain Language writer |
| | | Organizational |
| | | <input type="checkbox"/> Accounting Assistance <input type="checkbox"/> Board Committee Member <input type="checkbox"/> Project Work <ul style="list-style-type: none"> - Special Events - Newsletter writer |



Skills and Experience:

Education:

- High School
- College Diploma
- University Degree
- Graduate Degree

Area of Studies _____

Work Experience:

Employer (if applicable) _____

Position/Occupation Description: _____

Other Volunteer Experience:

Organization(s): _____

Volunteer Role(s): _____

What skills and experience do you bring to the volunteer role(s) that you are interested in at Momentum?

Languages Spoken _____



Volunteer Interests:

Why are you interested in volunteering at Momentum?

What skills and experiences do you hope to gain through this volunteer experience?

Availability

What regular volunteer commitment can you make?

- Weekly
- Bi-Weekly
- Monthly
- Occasionally
- Project Basis

When are you available to volunteer?

- Weekdays
- Weekends
- Mornings
- Afternoons
- Evenings

Please attach your resume, if available.

Do you have any health concerns of which we should be aware? If yes, please explain:

I commit that all information on this application is true:

Signature

Date

Personal Clearance Information

Personal References:

Please list two references (peer group, family friend, employer) who are in a position to judge your general character and who can evaluate your qualifications for the work in which you are interested. Please do not include close relatives.

| Name | Address | Day time phone number |
|------|---------|-----------------------|
| | | |
| | | |



I hereby authorize Momentum, in connection with my application for a volunteer position with them, to solicit personal references from the individuals listed above in my personal reference list. I also hereby authorize the above named referee(s) to provide a reference in connection with my application for a volunteer position with Momentum, and release them from any liability in regard to same.

Signature

Date

Security Clearance Check:

I understand that for select volunteer roles, a Security Clearance Check will be done prior to my being accepted as a volunteer for Momentum.

Signature

Date

Confidentiality Agreement and Volunteer/Agency Agreement:

I understand that if my application is approved, I will be required to sign a Confidentiality Agreement and a Volunteer /Agency Agreement.

Signature

Date

Protecting Your Privacy

Momentum respects your privacy and is committed to protecting your personal information. The information you provide to us is used to understand if a volunteer role is appropriate for you. If you become a volunteer with Momentum, your personal information will be used to:

- Give you information about Momentum.
- Track your volunteer efforts in the organization.
- Acknowledge and recognize your volunteer efforts.
- Improve our volunteer management program at Momentum.
- Keep in contact with you after you have finished volunteering.

The Momentum Privacy Policy, the Freedom of Information and Protection of Privacy Act (Alberta), and the Personal Information Protection Act (Alberta) protect your information. If you have any questions about how your personal information will be used, please contact the Volunteer Coordinator at Momentum or go to www.momentum.org.

**Please forward the completed application to the address below.
Thank you for considering Momentum in your volunteer efforts!**



Office Use Only

Documents Required:

- | | |
|--|---|
| <input type="checkbox"/> Confidentiality Agreement | <input type="checkbox"/> Conflict of Interest Disclosure |
| <input type="checkbox"/> Police Check | <input type="checkbox"/> Signature to Abide by Volunteer Policies |
| <input type="checkbox"/> Reference Check – Personal & Professional | <input type="checkbox"/> Waiver Form |
| <input type="checkbox"/> Insurance Coverage | |

Comments:

