

## 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: Please Circle Days / Evenings / Weekends 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 every 24 months.**

**FOIP Disclaimer Statement**

Personal information collected through this online form will be used to facilitate contact and placement of volunteers for Town of Blackfalds events. This information is collected under Section 33(c) of the *Freedom of Information and Protection of Privacy Act* (FOIP) and will be protected under Part 2 of the Act. If you have questions or concerns regarding the collection and use of this information, please contact the Records Management & FOIP Coordinator at [foip@blackfalds.ca](mailto:foip@blackfalds.ca) or by phone at 403.885.6370

## **CONFIDENTIALITY**

It is understood and agreed that all information pertaining to the Town of Blackfalds to which you become privy through your volunteer role maintain strict confidential and will not, in any circumstances be disclosed or used by you without the expressed consent of the Town. This includes but is not limited to information pertaining to Town operations and procedures, information pertaining to clients, staff or other volunteers. This confidentiality requirement applies during the volunteering and following the completion of your volunteer commitment.

## **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 express consent from the public before we can send any commercial electronic messages. By checking the "yes" box you agree to receive commercial content from us.

Please indicate your choice:

Yes       No

**ETHICS POLICIES**

**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.

**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)

\_\_\_\_\_  
 Volunteer Signature

\_\_\_\_\_  
 Parent Name if under 18 years of age (Print)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parent Signature

Section 33(c) of the FOIP 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 40(1):

- (c) for the purpose for which the information was collected or compiled or for a use consistent with that purpose,
- (h) 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,
- (i) 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

**SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_ SIGNATURE \_\_\_\_\_**

**PRINTED PARENT NAME IF UNDER 18 YRS OF AGE \_\_\_\_\_ PARENT SIGNATURE \_\_\_\_\_**

## 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 3-11.
  - There will be opportunities for volunteers to help plan and partake in camp activities while maintaining a clean, safe, and fun atmosphere.
  - Volunteers must be at least 16 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.**
  
- Children and Youth Program Support Volunteers**
  - Assist in planning, facilitating, implementing, and evaluating municipally led children and youth programming for ages 3-17. Tasks will vary for each age group.
  - Volunteers must be at least 16 years of age.
  - Volunteers must be 18 years of age and will be required to provide a Criminal Record Check including Vulnerable Sector Search and Basic First Aid.
  
- 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.
  
- Council Appointed Boards, Committees & Commissions**
  - Volunteers are appointed by Council to sit on Boards, Committees, or Commissions to bring local knowledge, expertise, and experience.
  - Once appointed, volunteers must submit required screening documentation within 60 days.
  - List of the Boards, Committees or Commissions:
    - Blackfalds Recreation, Culture & Parks Board
    - EDTAC (Economic Development & Tourism Advisory Committee)
    - FCSS (Family & Community Support Services)
    - MLB (Municipal Library Board)
    - MPC (Municipal Planning Commission)
    - SDAB (Subdivision Development & Appeal Board)
    - Policing Committee
  
- 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.

**Intergenerational Pen Pal Program**

- Volunteers, paired with a resident in the community, write letters at least once a month; giving them an opportunity to establish a friendship and positive conversation through letter-writing. This could include writing letters; sending birthday cards; cards/letters for all holidays; share jokes, coloring pages or even making games to share.
- Volunteer as an individual or as a family.
- Volunteers 18 and above will be required to provide a Criminal Record Check including Vulnerable Sector Search.

**McKay Ranch 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 Coordinator.**

**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, helping at food drives.
- **By checking you are giving permission to have your name and contact information forwarded to the Food Bank Chairperson.**

Dear Volunteer:

Re: Obtaining A Criminal Record Check For The Purpose Of Volunteering With The Town Of Blackfalds

As a condition of volunteering with the Town of Blackfalds, all volunteers must obtain a Criminal Record Check issued by your local RCMP detachment and any information obtained during the criminal record check will be held in the **STRICTEST CONFIDENCE**.

**The Record Check must be dated within the past 6 months and will expire after 2 years of the date listed on the Record Check** because this is a requirement through the Town, there will be no charge to you.

**PLEASE BRING THE FOLLOWING WITH YOU TO YOUR LOCAL RCMP DETACHMENT:**

- 2 pieces of Government issued photo identification with your name, physical address and date of birth (example: Alberta Driver's License, Passport, Citizen Documents, Vehicle Registration if you are the registered owner listed)
- Letter of Request (page 7 or 8 whichever is applicable) – to have the fee waived  
*If you are volunteering for Camp Curious Program, Children & Youth programs, Community Volunteer Income Tax Program, Friendly Caller Program, Intergenerational Pen Pal Program or the McKay Ranch Outdoor Aquatic Centre you will be required to submit a Criminal Record Check including Vulnerable Sector Search.*

If it appears that you may have a criminal record (i.e. a possible match), you will need to submit to finger printing in order to determine with accuracy if you have been convicted of an offence. The RCMP Detachment will notify you when the results are in and it will be your responsibility to provide this information to us in a timely manner. Once we have received your Record Check we will review any information obtained through the screening process and we can then discuss the volunteer opportunities available for you with the Town of Blackfalds.

Thank you in advance for completing the Criminal Record Check, a process which adds another layer of due diligence in the effort to ensure the safety and wellbeing of participants in Town programming & events.

Sincerely,



Cara Kroetsch  
Volunteer Programmer  
Family & Community Support Services

RE: Town of Blackfalds Volunteer – Criminal Record Check

To Whom It May Concern;

This letter is to verify the bearer of this letter is in the process of becoming a volunteer with the Town of Blackfalds.

Given that volunteer programs and events necessitate interaction with vulnerable persons while keeping in mind volunteers are volunteering with our organization at multiple levels (programs, events as well as board members); in order for this individual to participate as a volunteer with the Town of Blackfalds he or she must first obtain a Criminal Record Check. As such, I am requesting that you waive any fees associated with processing this Record Check.

Should you have any questions feel free to contact me at 403.885.6360.

Thank you for your anticipated assistance with this request.

Sincerely,



Cara Kroetsch  
Volunteer Programmer  
Family & Community Support Services

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RE: Town of Blackfalds Volunteer – Criminal Record Check including Vulnerable Sector Search

To whom it may concern;

This letter is to verify \_\_\_\_\_ 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)
- Friendly Caller Program
- Intergenerational Pen Pal Program
- McKay Ranch Outdoor Aquatic Centre Volunteer Program
- Other: \_\_\_\_\_

Given that volunteer programs and events necessitate interaction with vulnerable persons while keeping in mind volunteers are volunteering with our organization at multiple levels (programs, events as well as board members); in order for this individual to participate as a volunteer with the Town of Blackfalds he or she must first obtain a **Criminal Record Check including a Vulnerable Sector Search**. As such, I am requesting that you waive any fees associated with processing this request.

Should you have any questions feel free to contact me at 403.885.6360.

Thank you for your anticipated assistance with this request.

Sincerely,



Cara Kroetsch  
Volunteer Programmer  
Family & Community Support Services