



Application Form

Section A: Your Contact Information

First Name:	Last Name:	Initial(s):
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Address (#, Street, Unit/Suite/Apt.):

City/Town:	Province:	Postal Code:
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Home Phone:	Cell Phone:	Email Address:
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I am over 18 years of age

Section B: Background/Skills

Area of Study: _____ Projected Graduation Date: _____

Please list any skills you have which you think will be valuable to you as a volunteer with the Stroke Recovery Partners Program:

What hobbies or interests do you have?

Do you have First Aid/CPR certification? If yes, list course name and date of completion. _____

Do you have a car available?

Section C: Your Volunteer History – (Please list your volunteer work with the most recent experience first)

List the organization, date of involvement and role/duties

Section D: Availability

Please indicate days of the week and times of the day you are available to meet with a stroke survivor.

Please briefly share any comments/questions you may have:

For Office Use Only

Date Received (mm/dd/yy):	Date of Interview (mm/dd/yy):
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Reference Check Authorization

General Information

Name:

Position Applied for:

Telephone Number:

Reference Check

List three persons who have knowledge of your qualifications. Your references should be people whom you know through different relationships and/or situations. For example: A family member, a friend and an employer(in a paid or volunteer position) are people who know you in different situations and different relationships. The references that you provide should come from each one of these categories.

If you are currently an active MODC volunteer who is changing positions, you are required to provide one reference from your former position. Preferably, your internal reference will be your direct supervisor to/with whom you reported or worked.

References

Name:

Telephone Number:

Address/City/Postal Code:

Affiliation:

Name:

Telephone Number:

Address/City/Postal Code:

Affiliation:

Name:

Telephone Number:

Address/City/Postal Code:

Affiliation:

Authorization

I give MODC permission to contact the reference(s) named above to discuss my suitability as a volunteer.

Signature:

Date (mm/dd/yy):



Volunteer Agreement

Volunteer Information

Name:		Date (mm/dd/yy):
Position:		Start Date (mm/dd/yy):
Length of Placement:		End Date (mm/dd/yy):
Position Description Received: <input type="checkbox"/> Yes <input type="checkbox"/> No		Time Commitment (days of the week, and hours):
Staff Supervisor:		Supervisor Title:

Details/ comments:

Signatures

Signature of Volunteer:

Signature of Staff Representative:



Policy and Procedure: Code of Conduct for Volunteers

Introduction

March of Dimes Canada (referred to as MODC) and its Code of Conduct for Volunteers (referred hereafter as the “Code”) applies to direct service volunteers and volunteer chapter executives of MODC and its affiliated organizations. For those to which the “Code” applies, there is a responsibility to read, understand and comply with the code.

Policy Statement

The purpose of the “Code” is to state MODC’s commitment to its employees, volunteers, consumers, stakeholders and the community, that its business affairs will be conducted ethically and in compliance with all applicable laws, statutes and regulations. In addition, business dealings among volunteers and employees or by volunteers with consumers, suppliers, community organizations and governmental and regulatory authorities must be based on principles of honesty, integrity and the ethical standards outlined below. MODC’s Board of Directors will hold management accountable for complying with, and ensuring adherence to the mandate of the “Code” by all to whom it is applicable.

The code is not meant to be a complete listing of ethics and business conduct covering every scenario or eventuality. However, should a volunteer be confronted with a situation where further guidance or clarification be required, the matter should be addressed to his or her immediate supervisor, manager, human resource department or senior management. The volunteer also has the option to confidentially contact the Internal Audit Consultant or the Chair of the Risk and Audit Committee. If this route is desired the volunteer is asked to provide his or her name and contact details in order to receive a response. When a volunteer is aware of a breach or a potential breach of the “Code,” it is his or her responsibility to report the situation to his or her immediate supervisor, the director of human resources, or any member of management with whom they feel comfortable. If the volunteer wishes to remain anonymous, every effort will be made to respect this request. It is MODC’s policy not to take any action against a volunteer who reports in good faith regardless of whether or not the report proves to be accurate or otherwise. Appropriate disciplinary action will take place if it is determined that any claims have been intentionally filed that are known to be false or have malicious intent.

Guidelines

1. Positive work environment:

Inclusive but not limited to (HR Policy(s) 10-02, 10-03, 10-04, 10-05, and 10-06)

Every Ontario March of Dime’s volunteer is expected to conduct them-selves in a respectful manner. In addition, March of Dimes Canada will not tolerate certain behaviors that could adversely impact a volunteer’s ability to work in a welcoming positive work environment. Examples of such behavior’s that would be considered detrimental to a positive work environment include, but are not limited to acts of bullying, displaying offensive materials, any unwelcome behaviors, sexual or otherwise, discrimination based on age, gender, race, religion, sexual orientation, disability etc.

Volunteers who observe, learn of, or are subjected to harassment, are responsible immediately to report the conduct to a supervisor, manager, human resources director or any member of management with whom they feel comfortable. Investigations will be conducted in a discrete and confidential manner. Retaliation against individuals, who report such violations of policy, is also a violation of policy. MODC will act promptly and vigorously to take corrective action to any claims of harassment.

Guidelines Continued...

2. Confidentiality:

Inclusive but not limited to (HR Policy(s) 01-08)

All March of Dimes Canada volunteers are expected to work in an ethical manner. This includes the execution of tasks, duties and responsibilities efficiently, professionally and honestly.

Confidentiality and security are of utmost importance; MODC will strictly comply with legislation as it pertains to the Personal Information Protection and Electronic Documents Act (PIPEDA), and Corporate Security Orders as outlined by the Government of Canada. Confidential material can include organizational information, or information related to employees or consumers. Volunteers are required to protect confidential information and sensitive assets from unauthorized disclosure and use. This information may include proprietary information, information as it relates to a consumer or employees medical condition, emotional state, financial matters or any other personal matters. Information may only be disclosed if it is necessary and proper for discharge for MODC's function, or personal written consent has been received. In addition disclosure of trade secrets to competitors or divulging any other information that may be deemed to have negative impact or cause embarrassment to the organization will not be tolerated. In circumstances where a volunteer determines that it is expedient to allow access to confidential material on the part of an executive assistant or other office personnel ("representative"), such volunteer will inform the representative of the confidential nature of such information and take responsibility for the representative's adherence to this confidentiality guideline.

When a volunteer leaves MODC for any reason, confidential and proprietary information remains with and is the exclusive property of the organization, and is not to be used nor disclosed in any way by the departing volunteer following the termination or conclusion of his or her employment or service with MODC.

3. Conflict of interest:

Inclusive but not limited to (HR Policy(s) 13-01)

Conflicts of interest could seriously damage MODC's reputation. It is essential that all business decisions be based on what is in the best interest of MODC. There are many examples to which conflicts of interest can arise. The general rule is that volunteers must avoid any activity that compromises, or could reasonably be seen to compromise their judgment, cause them to show undue favouritism to any party or causes them to receive a benefit of some kind. If in doubt, it is best to disclose a potential conflict of interest.

A conflict of interest could include receiving gifts where more than a nominal value is involved and its purpose is to garner preferential treatment. Volunteers may not engage in conduct that could be interpreted as directly or indirectly seeking, receiving or providing a bribe or kickback.

4. Legal:

Inclusive but not limited to (HR Policy(s) 02-13, 01-08)

All MODC volunteers will act ethically and with high standards of integrity at all times. MODC has a responsibility to its employees, volunteers, stakeholders and the community at large to conduct all aspects of its business in a lawful and diligent manner. No volunteer is permitted to commit or condone any illegal or unethical act, or to instruct other employees or volunteers to do so. Any doubt as to the legality of an action should be discussed with your immediate supervisor up to and including the board of directors if necessary.

Guidelines Continued...

4. Legal Continued..

Volunteers have a responsibility to protect MODC assets entrusted to them from loss, damage, misuse and theft. Assets may include funds, products, property and services. MODC's property (including intellectual) must not be used for personal advantage.

MODC also requires honest and accurate recording and reporting of information in order to make informed and responsible business decisions. MODC's books and records should accurately reflect all business transactions. Undisclosed or unrecorded revenues, expenses, assets or liabilities are prohibited.

5. Workplace Safety:

Inclusive but not limited to (HR Policy(s) 09-02)

Workplace Health and Safety is the joint responsibility of MODC management, its employees and volunteers. Managers are responsible for ensuring that workers are aware of any potential work hazards and are trained in safe work practices, as outlined in the Occupational Health and Safety act (R.S.O. 1990, c.01). Workers are responsible for taking all reasonable and necessary precautions to ensure their own safety and that of others. It is everyone's responsibility to promptly report any unsafe work conditions.

6. Administration of the Code:

Responsibility for the periodic review and revision of this Code lies with MODC's Board of Directors working in conjunction with Senior Management. Renewal of the Code of Conduct shall be required as part of the annual renewal of the volunteer agreement.

Declaration

I agree to conduct myself in a manner that corresponds to the expectations outlined in the March of Dimes Canada Code of Conduct for Volunteers. I understand that if I am not in compliance, and fail to represent myself in a manner consistent with MODC's Code of Conduct for Volunteers, disciplinary action may be taken, up to and including termination.

I have received, read and understand the contents and expectations as outlined in MODC's Code of Conduct for Volunteers.

Name:	Title:
Signature:	Date (mm/dd/yy):
Supervisor Name:	Title:
Supervisor's Signature:	Date (mm/dd/yy):

Wheelchair Safety Precautions

1. Before you start to push a client/consumer in a wheelchair, it is important to look at each chair and note:
 - How the brakes work
 - If the leg rests are swinging away
 - If the client can operate the chair him/herself
 - If anything is caught in the wheels, e.g., hands, coats, blankets, scarves, etc.
2. Before starting to wheel a client in his/her chair stand in front of them and explain who you are and where you are taking them. Always ask the client's permission to move his/her chair. Do not attempt to push an electric wheelchair if power has been depleted.
3. Make sure that the client's feet are on the foot pedals and that the wheels are free of loose clothing.
4. When transporting:
 - Up a ramp, push the wheelchair from behind;
 - Down a ramp, guide the chair backwards;
 - Over uneven ground, pull the chair backwards;
 - Wherever possible, enter and exit the elevator backwards
 - GO SLOWLY
5. Always put a lock on the wheels and do not block doorways when parking chairs.
6. Push only one wheelchair at a time.
7. Some clients may not need assistance in maneuvering the wheelchair. Only assist when assistance is required.

Orientation Date:

Staff Signature:

Volunteer Signature:

General Safety Rules: Information Sheet and Sigh-off Form

General Information	
Name:	Job Title:
Region:	Department:
Supervisor/Facilitator:	Date (mm/dd/yy):

General Safety Rules

1. Safety is the responsibility of everyone. Adherence to the General Safety Rules is a condition of volunteer work at MODC, and volunteers are subject to release for non-compliance.
2. All volunteers must become familiar with and follow all MODC Health and safety policies and the Occupational Health and Safety Act.
3. All injuries, accidents or incidents must be immediately reported to your supervisor, no matter how minor.
4. Any unsafe conditions or any unsafe actions must be reported to the supervisor.
5. Know the location of First Aid supplies.
6. Only authorized and trained individuals should administer First Aid for minor cuts, burns and non-life threatening situations. In an emergency situation, the most knowledgeable person at the scene should commence all reasonable procedures to maintain the situation until the emergency response team arrives at the scene.
7. Smoking is permitted only in the outdoor designated smoking area of your workplace. When/if you are smoking, use the ashtray, and empty the ashes into a fireproof container that has been provided.
8. Aisles must be kept clean and free from obstruction.
9. All exits must be kept clear on the inside and the outside of the building.
10. Supplies must be stacked properly on shelves and pallets.
11. Volunteers must be made aware of the locations of all fire exits and all extinguishers.
12. Ensure that all your food and regular garbage disposed of appropriately.
13. Loose clothing, long hair, scarves, ties and dangling jewelry are unsafe and must not be worn when you are working with any machinery.
14. Cut away from yourself when you are using knives or sharp instruments.
15. Keep your working area clear of congestion.
16. Safe lifting procedures must be adhered to when you are lifting anything. Use available lifts or lifting devices where prescribed. Failure to do so could result in disciplinary action. Do not



attempt to lift anything that you believe to be “too heavy,” or that may cause a problem.

Declaration of Employee/Volunteer

I have been instructed in the safety procedures, and I understand the general safety rules, as outlined above.

Signature:

Date (mm/dd/yy):

Declaration of Supervisor

I have instructed the above-named in the general safety rules of MODC as relates to _____ .

Supervisor's Signature:

Date (mm/dd/yy):

Position Title: Stroke Recovery Partners Program -Volunteer	Volunteer Role: Visiting
Staff Liaison (Title): Volunteer Stroke Recovery Partners Program Coordinator	Purpose: To match consumers with volunteers and to engage in social/recreational activities
Location: Guelph	Department/Program & Region: Stroke Recovery Partners Program
Start Date (mm/dd/yy): on-going	End Date (mm/dd/yy): on-going
Purpose of Job	
To match volunteers with local stroke survivors to provide companionship, friendship and help to accomplish a goal determined by the stroke survivor.	
Nature and Scope of Job	
The volunteer is expected to stay in regular contact with their stroke survivor via telephone, email and/or a visit once a week.	

Responsibilities and Duties		
Responsibilities <i>(Please number list & indicate % of time for each)</i>	Specific Duties <i>(Please list for each responsibility)</i>	Success Measures <i>(Please list for each responsibility)</i>
Stroke Recovery Partners Program Responsibilities – 100%	<ul style="list-style-type: none"> ➤ Maintain regular communication with stroke survivor(s) ➤ Contacting stroke survivor(s) once a week via e-mail, phone call or visit ➤ Establish a trusting relationship with the stroke survivor(s) ➤ Reporting any inconsistent communication patterns to liaison ➤ Record and report volunteer hours monthly with volunteer log sheet provided ➤ Recording time spent calling or e-mailing or visiting stroke survivor ➤ Reporting monthly statistical information by the last Friday of every month to the staff liaison to the program. ➤ Communicate any issues in an effective and timely manner so liaison or Volunteer Stroke Recovery Partners Program Coordinator can assess situation. ➤ Maintain regular communication with liaison ➤ Volunteers must report to liaison if they are no longer available to fulfill volunteer obligations. 	<ul style="list-style-type: none"> ➤ A comfortable connection is developed between the volunteer and the stroke survivor ➤ An effective system of communication is in place and mutually understood by both parties ➤ Inconsistencies in communication are reported to liaison in a timely manner ➤ Volunteer hours are recorded accurately and submitted on time ➤ Issues are communicated to liaison and resolved ➤ In the event of termination of the volunteer placement, the appropriate volunteer exit procedure is followed

Prerequisites:

- Must be at least 18 years of age or older
- Able to provide 2 business or personal references
- Able to provide a clear Criminal Reference Check
- Prior volunteering experience an asset
- Sign the Volunteer Release/Waiver of Liability & Indemnity Form
- Must be able to adhere to a monthly volunteer schedule

Skills, Knowledge & Behaviour:

- Good understanding of a variety of disabilities and the needs of people with disabilities
- Proven instruction, teaching or coaching ability
- Ability to function in an organized manner
- Ability to take initiative
- Ability to take verbal and written direction and follow through to complete assigned tasks
- Ability to maintain confidential information
- Flexible to changing demands of the job
- Strong interpersonal and communication skills

Training Available:

- Accessibility for Ontarians with Disabilities Act
- Stroke Recovery Partners Program orientation

Benefits/Opportunities:

- Improve quality of life for both stroke survivor and volunteer.
- Gain hands on work experience to further your skills
- Participate as a valued member of Stroke Recovery Canada and March of Dimes Canada

Signatures:

Created by: March of Dimes Canada
and Stroke Recovery Guelph Wellington

Signature/Staff Liaison:

Date (mm/dd/yy):

Volunteer Name:

Signature:

Date (mm/dd/yy):