

Volunteer Application Form

Thank you for your interest in volunteering with Boys & Girls Club Big Brothers Big Sisters of Edmonton & Area. Through this application, we will be asking you to provide basic personal, demographic and contact information. Our agency uses information gathered in a professional manner, information will be kept confidential based on our agency policy.

Prior to starting the application, please take a moment to gather emails and phone contact information for your references. There are 3 types of references that are required, they are as follows;

1. Significant Other/Partner or Family Reference.
2. Supervisor Reference (Volunteer or Employment). If you have volunteered/worked within the vulnerable sector please provide your supervisor/lead for that work.
3. Personal/Friend Reference. Must have known you for minimum two years.

We also encourage you to review our [Volunteer Programs](#) and the Application Process on our website: bgcbigs.ca

You can submit this form to welcome@bgcbigs.ca, mail or drop off at our Riverdale office (10135 89 St Edmonton, AB T5H-1P6).

If you have questions about this application form, please call our main office at 780-424-8181

Boys & Girls Clubs Big Brothers Big Sisters of Edmonton and Area embodies the principles of diversity and welcomes participation of all regardless of race, religion, culture or sexual orientation. Our agency works to create a safe, respectful and inclusive environment for all who are involved with our programs.

Personal Information:

First (preferred) Name _____

Legal/Other First Name: _____

Last Name _____

Date of Birth ____/____/____ (MM/DD/YYYY)

Gender: _____

Pronouns: She/Her/Hers He/Him/His They/Them/Theirs Ey/Em/Eirs Vey/Ver/Vis Xe/Xem/Xers Zie/Hir/Hirs
Not Listed - Please Specify (Circle one)

Pronouns Not Listed – Please Specify _____



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of Edmonton & Area

Address: _____

City: _____ Province: _____

Postal Code: _____

Home Phone (____) _____ Cell Phone (____) _____

Work Phone (____) _____ ext. _____

E-mail Address _____

Emergency Contact: _____

Emergency Contact Relationship: _____

Phone #:(____) _____

Please specify the culture/ethnicity you identify most with:

- | | | |
|---|---|--|
| <input type="checkbox"/> African | <input type="checkbox"/> American | <input type="checkbox"/> Asian – all other |
| <input type="checkbox"/> Central American | <input type="checkbox"/> English Canadian | <input type="checkbox"/> European |
| <input type="checkbox"/> First Nations | <input type="checkbox"/> French Canadian | <input type="checkbox"/> Indo China |
| <input type="checkbox"/> Inuit | <input type="checkbox"/> Metis | <input type="checkbox"/> Middle East |
| <input type="checkbox"/> Pacific Island | <input type="checkbox"/> South American | <input type="checkbox"/> Southeast Asian |
| <input type="checkbox"/> Undisclosed | | |

Language(s) spoken: _____

Were you born in Canada? Y N

Program Location: I reside in the following community (please circle one):

-Edmonton -Parkland -Camrose -Strathcona -Vegreville -Morinville -Lac La Biche -Cold Lake

In which program are you interested in volunteering?

Community Based:

- Big Brothers
- Big Sisters
- Big Siblings
- Couple Match
- Youth in Care
- PRISM

Site Based:

- In School Mentoring - Adult or Teen
- Corporate Mentoring
- Club Programs
- Tutoring
- HEROES Hockey
- Game Changers
- Support/Agency Volunteer

If you are applying along with others as part of a group or corporate, please state the group here:

Employment Information

Are you currently employed? Y N

If Yes, Indicate Name of Current Employer: _____

Volunteer Information

Have you ever volunteered with any other child/youth serving program, including Boys and Girls Clubs or Big Brothers Big Sisters – here or in another community? Y N

If yes, please provide agency name and dates: _____



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Boys & Girls Clubs Big Brothers Big Sisters
of Edmonton & Area

Education: Please indicate your highest level of completed education.

- High School
- Vocational Training
- Some Post Secondary
- University Degree
- College Diploma
- Masters
- PhD

Are you currently attending School? Y N If yes, where? _____

Course of Study: _____

What prompted you to apply? (Select only one option)

- Newspaper/Written Word
- Radio
- Brochure
- Special Event
- Classroom Announcement/Presentation
- Television
- Business/Corporate
- social media
- I was a Little Brother/ Sister or Club member
- Word of Mouth/Invitation
- Information Booth
- Other _____



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of Edmonton & Area

As part of the application process, we require 3 specific types of references.

The below will walk you through the best fit for each type of reference.

If you feel you do not have a type of reference that is required please leave the fields blank and one of our staff will support you in determining the best fit.

Once you have submitted your application, emails/texts with instructions on how to complete the references will be sent to your referees.

Please encourage your references to check their email (including the junk mail folder) for the reference email.

Reference One:

If you have someone you view currently as a significant part of your life, then we want to have them complete a reference on your behalf.

- This could mean that you are dating, living together, common law or married.

Please complete a Family Member Reference if you do not currently have a significant other.

Significant Other (Dating, common law or married for **2 years**)

Family Member (known for **10 years**, ex. Parent, Aunt, Uncle, Sibling, Cousin)

Name _____

Phone #1: (____) _____ Alternate phone #: (____) _____

Work #: (____) _____

E-mail (strongly recommended): _____

Relationship to you _____

How long have you known this person? _____



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Boys & Girls Clubs Big Brothers Big Sisters
of Edmonton & Area

Reference Two:

Personal/Character Reference – *This reference is required for all volunteer applicants.

This person must know you for a minimum of 2 years and should be someone you are in current contact with. This cannot be a family member but can speak to knowing you personally. (ex. Friend, close co-worker, Family friend)

Personal Reference Name _____

Phone #1: (____) _____ Alternate phone #: (____) _____

Work #: (____) _____

E-mail (strongly recommended): _____

Relationship to you _____

How long have you known this person? _____

Reference Three:

Supervisor/Lead Reference

Please provide ONE of the below references. This is required from someone who has played a supervisory or lead role in your life. Below is a list in order of preference:

• **Current Employer or Volunteer Work:** If you have worked or volunteered within the vulnerable sector (children, youth, seniors, individuals with disabilities etc) in the last 5 years, please provide your supervisor or lead information to complete a reference on your behalf. If you have not worked or volunteered within the vulnerable sector in the past 5 years please provide your current employer reference or a volunteer reference.

Volunteer/ Employer/ Teacher/ Coach (known for 1 year)

Name _____

Phone #1: (____) _____ Alternate phone #: (____) _____

Work #: (____) _____

E-mail (strongly recommended): _____

Relationship to you _____

How long have you known this person? _____

Consent and Acknowledgement

In connection with my application to volunteer with Boys and Girls Clubs Big Brothers Big Sisters of Edmonton, I acknowledge that for the purposes of considering my Volunteer Application, I consent to the Agency:

- Contacting the references, in confidence, included in my Volunteer Application;
- Conducting a police information check and other relevant background checks;
- Collecting information from any Big Brothers Big Sisters agency with which I am, or was formerly involved, including a Big Brothers Big Sisters agency in another country with which I am, or was formerly involved AND
- Collecting and using the personal information I have provided for the purpose of evaluating and considering my Volunteer Application and from this point forward the information that I have provided will be retained for that purpose.

I agree that the information I have provided is true to the best of my knowledge. I authorize Boys & Girls Clubs Big Brothers Big Sisters of Edmonton & Area to use the information I provided within their agency. *



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Boys & Girls Clubs Big Brothers Big Sisters
of Edmonton & Area

VOLUNTEER PERMISSION AND RELEASE AGREEMENT

Boys and Girls Clubs Big Brothers Big Sisters of Edmonton & Area (BGCBig)

The Agency, Big Brothers Big Sisters Canada and BGC Canada (“**BBBSC/BGCC**”) are separate entities and this Agreement is between me and the Agency.

1. By applying to volunteer with the Boys and Girls Clubs Big Brothers Big Sisters of Edmonton & Area Society (the Agency) and signing this Agreement, I acknowledge, understand and accept that:
 - a) I am a legal resident of Canada and have reached the age of majority in the province or territory in which I reside.
 - b) There is no obligation on the Agency to accept my Volunteer Application or assign me as a volunteer with the Agency may terminate my involvement at its sole discretion and without reason;
 - c) If I am accepted as a volunteer, my involvement with the Agency is not intended to create and shall not be construed as creating either an employee–employer relationship or a contract for services that would allow me to receive a salary, compensation, payment or any benefits, monetary or otherwise; and
 - d) If I am accepted with the Agency, I understand that I will be required to enter into a confidentiality agreement with the Agency, and I agree to abide by the volunteer position description(s) and code(s) of conduct established by the Agency, including any applicable guidelines, Standards and policies.

2. Assumption of Risk, Release and Reimbursement:

I acknowledge, understand and accept that:

- a) I am responsible for all risks associated with my involvement in the Agency including, without limitation, the risk of bodily or psychological harm or injury.
- b) Subject to local laws, I agree not to sue the Agency, BBBSC/BGCC and/or any of their member agencies in respect of any such injury or claim resulting from my participation in an Agency Program, my Volunteer Application, the acceptance or denial of my Volunteer Application, the Alumni Program and/or my association with the Agency or BBBSC/BGCC.
- c) I understand that I am fully responsible for any damage to my personal vehicle and/or property during my volunteer involvement and that neither BBBSC/BGCC nor the Agency insures personal vehicles or property belonging to its volunteers;
- d) I agree to reimburse the Agency and/or BBBSC/BGCC and/or any of their member agencies for any damages or losses of any kind (including but not limited to the injury of any other person and/or damage to or loss of property) that may arise in connection with my gross negligence, willful misconduct, or failure to act in accordance with published BBBSC/BGCC policies and guidelines and relating to or arising in connection with my participation in the Agency or my association with the Agency or BBBSC/BGCC, including payment of any and all legal expenses of the Agency, BBBSC/BGCC and/or any of their member agencies.
- e) Without limiting the generality of the foregoing, my participation in in-person meetings in connection with my volunteer involvement with the Agency exposes me to certain risks, including the risk of contracting Covid-19 which may result in serious illness or death. I assume all risks



Boys & Girls Clubs



Big Brothers Big Sisters

Boys & Girls Clubs Big Brothers Big Sisters
of Edmonton & Area

associated with therewith including the risk of contracting Covid-19 and hereby release all the Agency, BBBSC/BGCC thereto.

3. **Background Check.** I understand that my acceptance into an Agency Program will be conditional on my successful completion of a background check, which may include contacting the references included in my Volunteer Application and/or a police information check, for the purposes of confirming my suitability for a Volunteer role. I agree to provide all necessary consents for such background checks.
4. **Privacy Notice.** The personal information provided by me or otherwise collected by the Agency in connection with my application will be used by the Agency for the purpose of evaluating and considering my Volunteer Application and, if accepted into the Agency, for the purpose of administering the Agency Program. This information may include my name, phone number, mailing address, date of birth, results of background check, etc. My personal information will be maintained by the Agency on a confidential basis and will only be disclosed to the parent(s) and/or guardian(s) of a child with whom the Agency may consider “matching” me in an Agency Program, to a representatives of a site based location (i.e. a school/Club) in connection with my participation in a site based Agency Program, to the staff at BBBSC/ BGCC as required for the purposes of accreditation reviews or legal proceedings and as otherwise required or permitted by law.

In the event the Agency ceases operations, any and all information about me held by the Agency will be provided to BBBSC/BGCC, another BBBSC/BGCC agency selected by BBBSC/BGCC, or both and will be used for the purposes set out above. No information will be provided to persons or organizations outside of BBBSC/BGCC and its agencies, about parents, children or volunteers without their express prior written consent except where required by law.

5. **Other Terms of this Agreement.**
 - a) In entering into this Agreement, I am not relying on any oral or written representations other than as set forth in this Agreement.
 - b) This Agreement shall be governed by and construed pursuant to the laws of the Province or Territory in which the Agency is located.
 - c) In the event that any provision or term of this Agreement is held to be invalid, illegal or unenforceable, the remaining provisions of this Agreement shall remain in full force and effect.
6. **Media Consent.** Any photographs or video productions taken of volunteers by agency staff at events or otherwise authorized by the Executive Director or Board of Directors, may be used by the agency for purposes of promotional material including brochures posters, newsletters, media information, advertisements, audio-visual productions and web pages, such as the Agency website and social media. Photographs or video productions may also be shared with community and school partners and BBBSC/BGCC for program promotion.

If you do not agree with item #6 *Media Consent*, please check here:

IMPORTANT: I acknowledge that I have read the terms of this Agreement, have been given an opportunity to obtain independent legal advice, and understand that it represents a waiver of certain of my legal rights,



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of Edmonton & Area

including my right to sue (subject to local laws). I further agree that such limits are reasonable and sign this Agreement freely, voluntarily and without duress.

Signature of Applicant

Applicant Printed Name

Date

Signature of Parent or Legal Guardian
(if required)

Parent or Legal Guardian Printed Name
(if required)

Date