



64 Bruce St., South, Box 599  
 Thornbury, ON N0H 2P0  
 TEL 519-599-2577 / FAX 519-599-9979  
 www.bvo.ca OR e-mail - info@bvo.ca

## VOLUNTEER REGISTRATION FORM

**NOTE** - The following information is required for safety reasons as well as for administrative follow-up. The information provided on this form will be entered onto BVO's database and may be used by BVO staff and volunteers for BVO related business. Otherwise, this personal information will be held in strict confidence in accordance with BVO's Privacy Code.

**PLEASE PRINT**

**DATE:** \_\_\_\_\_

<b>Last Name</b>	<b>First Name</b>
<b>Address</b>	
<b>Home Telephone</b>	<b>Work Telephone</b>
<b>E-Mail Address</b>	
<b>Emergency Contact</b>	<b>Telephone for Emergency Contact</b>
<b>Work Experience</b>	
<b>Volunteer Experience</b>	
<b>How did you hear about Beaver Valley Outreach?</b>	
PLEASE INITIAL HERE TO SIGNIFY THAT BVO HAS THE RIGHT TO USE ANY PICTURES OF YOU WHICH MAY BE TAKEN DURING YOUR VOLUNTEER HOURS FOR OUR WEBSITE, NEWSPAPER or ANY OTHER MEDIA PUBLICATION <div style="text-align: right; margin-top: 10px;">_____</div>	

**Note: Don't forget to submit your police check form with this volunteer registration form to the Executive Director.**

**AVAILABILITY** - Please indicate by placing an "x" in the appropriate box, when you are available to volunteer.

	SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.
<b>Morning</b>							
<b>Afternoon</b>							
<b>Evening</b>							

Are there any times of the year that you are NOT available to volunteer?  
 [Example - Do you go south for the winter months or do you go away for the summer?]



## CRIMINAL REFERENCE CHECK

Due to the variety of children’s programs offered at BVO and the fact that servicing our community includes minors, effective January 1<sup>st</sup> 2005, all volunteers must provide a current Criminal Reference Check. Please initial inside these brackets to indicate you have read this requirement. **Volunteer’s initial - [     ]** The Executive Director or Designate will provide you with the requisition for this process and you will return the completed report to her/him directly, at which point they will then be placed in a locked file cabinet.

## CODE OF ETHICS

All volunteers are expected to meet and follow the following standards of conduct –

- I shall fulfill my obligations and responsibilities with integrity.
- I shall protect the privacy of those who use the services of BVO and hold in confidence all acquired information concerning clients, staff, board members, donors and volunteers.
- I shall serve clients in a friendly, respectful, conscientious and efficient manner.
- I shall treat other BVO volunteers, staff and board members with respect and work co-operatively with them.
- I shall treat Beaver Valley Outreach, its services and programs with dignity and respect and conduct myself in a manner conducive to the well-being of the organization.

## OATH OF CONFIDENTIALITY

All volunteers are expected to take an oath of confidentiality.

- I will not engage in discussion of situations or cases within or outside of BVO except on a need to know basis as is required for the appropriate conduct of Beaver Valley Outreach.
- I undertake, as part of the condition of my volunteer placement, to keep in strict confidence any information concerning participants of BVO programs and services or any persons who donate to BVO.

I, \_\_\_\_\_, have read, understood and agree to abide by the  
[Print name of volunteer]  
provisions of the Beaver Valley Outreach code of ethics and agree to the oath of confidentiality.

**Signature of Volunteer**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Signature of Witness**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Print Name [witness]**

\_\_\_\_\_

## INTEREST INVENTORY

**FOR NEW VOLUNTEERS** - Review the “interest inventory” below and let us know where you would feel most comfortable in helping to fulfill BVO’s motto - **“making good things happen in our community”**

For a detailed list of our Programs and Events, please see attached information sheet.

Place an “x” beside those items you enjoy and are good at, and beside the BVO programs you feel you might enjoy or would like to know more about. All of us at BVO want to make your volunteer experience enjoyable and satisfying for you.

<b>Things I Enjoy &amp; Am Good At!</b>		<b>BVO Programs &amp; Special Projects</b>	
Interpersonal Skills: <ul style="list-style-type: none"> <li>• Talking/visiting with people</li> <li>• Meeting new people</li> <li>• Networking</li> </ul> Please answer the next 2 questions: <ul style="list-style-type: none"> <li>• Are you a “leader”?</li> <li>• Are you a “team player”?</li> </ul>		Kids’ Club [Before and after school program for children of all ages] Mon-Fri 3:30 – 6:00 PM Ontario Early Years Program [Play Group infants – 6 yrs.] Mon & Wed 10:00 – 12:00 AM Wed 1:00-3:00 PM (Baby Group)	
Child Care <ul style="list-style-type: none"> <li>• Working with small children</li> <li>• Working with youths</li> </ul>		Treasure Shop <ul style="list-style-type: none"> <li>• Fashion, clothing, housewares</li> <li>• Jewellery</li> </ul>	
Office/Administrative Skills: <ul style="list-style-type: none"> <li>• Computer literate [be specific]</li> <li>• Good organizational skills</li> <li>• Typing</li> </ul>		Breakfast Club <ul style="list-style-type: none"> <li>• Breakfast preparation for children at the Beaver Valley Community School</li> <li>• Mon-Fri 7:45-9:00 AM</li> </ul>	
Creative Skills: <ul style="list-style-type: none"> <li>• Crafts</li> <li>• Sewing</li> <li>• Musical</li> <li>• Writing</li> <li>• Fashion</li> <li>• Decorating</li> <li>• Writing Ads/ Posters</li> </ul>		Crayon Box Nursery School [2 ½ to 5 years old] Tues-Thurs 9:00-12:00 AM  Lunch Program Mon, Tues, Thurs, Fri AM <ul style="list-style-type: none"> <li>• Food Prep</li> <li>• Cooking</li> <li>• Clean up</li> </ul>	
Trades <ul style="list-style-type: none"> <li>• Carpentry</li> <li>• Electrical</li> <li>• Plumbing</li> <li>• Heating &amp; AC</li> <li>• Painting</li> </ul>		Hip and Cool Start School [3- 5yrs] School readiness program 4 weeks in July, ½ day program. Blue Mountain Homework Club [Grades 3 to 9] Tues, Thurs PM <ul style="list-style-type: none"> <li>• Tutoring in a variety of subjects</li> <li>• Helping with Math and/English &amp;/or projects</li> </ul>	

Driving – Would you be interested in providing rides for people locally – to doctor, dentist, etc?		Transportation/Volunteer Driver <ul style="list-style-type: none"> <li>• Providing rides for people locally to doctor, dentist, etc.</li> </ul>	
Sports (Be specific – i.e. golf, ski, skate, swim etc)		Grocery Delivery Delivering groceries to seniors once a week	
General <ul style="list-style-type: none"> <li>• Housekeeping Skills</li> <li>• Food preparation</li> <li>• Baking</li> </ul>		Valley Visitors <ul style="list-style-type: none"> <li>• Visiting our friends and neighbours who can't get out or who may be recovering from illness</li> </ul>	
Fundraising		Annual Silent Auction <ul style="list-style-type: none"> <li>• Set-up</li> <li>• Computer skills</li> <li>• Pricing/Itemizing</li> <li>• Canvassing</li> <li>• Etc.</li> </ul>	
Communication/Marketing		Garden Care	
Public Speaking		Good Food Box 3 <sup>rd</sup> Wednesday of the Month	
Shopping		Christmas Activities and Hampers	
Teaching		Easter Eggstravaganza (held Easter Saturday)	
Finance Committee/Budgeting		Thanksgiving Community Dinner (held Thanksgiving Monday)	
Volunteer Appreciation – Planning Activities and Committee		Knowledge of Antiques EBay	

**OTHER** – Please let us know if there is something you are interested in which is not on our list –

---



---

**FOR EXISTING VOLUNTEERS** – What month and year did you start your involvement with BVO? \_\_\_\_\_

**What programs are you currently involved with?**

---