



DAVID BUSBY
CENTRE VOLUNTEER APPLICATION FORM

PERSONAL INFORMATION

| | | | |
|----------------|---------------|-------------|--------------|
| LAST Name: | | FIRST Name: | |
| Address: | | City: | Postal Code: |
| Daytime Phone: | Evening Phone | Email: | Cell Phone: |

EMERGENCY CONTACT INFORMATION (*In case of illness or injury*)

| | | | |
|---|--|----------------------|--------------|
| First + Last Name: | | Relationship to you: | |
| Address: | | City: | Postal Code: |
| Phone Number: | | Email: | |
| Doctor: | | Phone Number: | |
| Do you have any medical conditions that would adversely affect your health and safety while at David Busby Centre | | | |

VOLUNTEER OPPORTUNITIES

| | | | |
|---|-------|----|-------|
| Specific volunteer position you are applying for (title position +day/time): (Please explain what you are most interested in doing with your volunteer time and talent.) | | | |
| Explain briefly, why you are well suited for this position. | | | |
| Availability during the week (days + times) Minimum 2 hours/shift. | | | |
| Mondays: | _____ | to | _____ |
| Tuesdays: | _____ | to | _____ |
| Wednesdays: | _____ | to | _____ |
| Thursdays: | _____ | to | _____ |
| Fridays: | _____ | to | _____ |
| Saturdays: | _____ | to | _____ |
| Sundays: | _____ | to | _____ |
| Are there particular skills you would like to use to make a difference to the David Busby Centre community and the work we do? | | | |

Related Experience: previous experience that you may have in work, school, training, or volunteering that may be helpful to your volunteering at the David Busby Centre and be applicable to the position for which you are applying.

VOLUNTEER PROFILE & HISTORY

| | |
|---|-----------------------|
| Current Occupation: | Employer/School Name: |
| Education (highest level achieved): | |
| Languages spoken fluently (other than English): | |
| Hobbies or Interests: | |
| Have you volunteered at David Busby Centre before? Yes _____ No _____ If yes, in what area and when? | |
| Some positions require a minimum commitment of time (please check one). I am able to make a commitment to volunteering _____ (number of months) _____ I am interested in special events/one day events only _____ I am interested in an ongoing position _____ | |

REFERENCES MUST BE COMPLETED OR THE APPLICATION CANNOT BE PROCESSED

Please list 3 references. Referees should be persons such as an employer, minister/clergy or supervisor at a place where you have volunteered. Please do not list family members.

PLEASE INFORM YOUR REFERENCES THAT WE MAY BE CONTACTING THEM SO THEY ARE AWARE.

| | |
|----------------------|---|
| 1. Reference Name | Relationship and years I've known this person |
| Daytime Phone Number | Email |
| 2. Reference Name | Relationship and years I've known this person |
| Daytime Phone Number | Email |
| 3. Reference Name | Relationship and years I've known this person |
| Daytime Phone Number | Email |

POLICE SCREENING

| | |
|--|--------------------|
| Have you ever been convicted of an offence for which you have not been pardoned? Do you have a pending charge? If so, please give details. | |
| Do you consent to a police records check | Yes _____ No _____ |
| (Please be advised that a police record does not necessarily disqualify you from volunteering.) | |

Please check here if you DO NOT wish to be contacted about fundraising activities: _____

Please check here if you wish to receive updates from the David Busby Centre _____

- ✓ I have reviewed and agree to uphold the David Busby Centre' Volunteer Guidelines & Code of Conduct, Code of Ethics, and Confidentiality Policy.
- ✓ I give permission for David Busby Centre to obtain personal information from my references as listed.
- ✓ I understand that there are additional forms that I may need to sign in order to begin my volunteer placement.
- ✓ I understand that there will be a standard 3 month probation period for each volunteer position
- ✓ I understand that the volunteer/organization relationship can end at any time by either party and that this is not a contract of employment.
- ✓ I understand that David Busby Centre is unable to provide documentation for Ontario Works/ ODSP until I have consistently volunteered for a minimum of three months and will be done so at the discretion of David Busby Centre.

Signature: _____

Date: _____

Please Email, Mail or Fax to:
 David Busby Centre 88 Mulcaster Street
 P. O Box 1055, Barrie ON L4M 5E1
 Tel: 705 739 6916 Fax: 705 739 9543
getconnected@busbycentre.ca

Thank you for applying. All applications are reviewed and applicants will be contacted for an interview if there is a suitable vacancy available. Filling out this application does not automatically constitute permission to begin volunteering. All information collected with this form is used to determine suitability for volunteer roles. this form and information obtained through references and the vulnerable sectors screening (VSS) will be kept on file at David Busby Centre in a secure locked location. The information obtained through this form will not be shared with any outside organizations.

FALSE STATEMENTS OR OMISSIONS ARE GROUNDS TO TERMINATE THE RELATIONSHIP AS SOON AS THEY ARE DISCOVERED. INFORMATION PROVIDED MUST BE TRUE AND COMPLETE.

We kindly ask volunteers to notify us of any changes to personal information on a prompt basis.

OFFICE USE

Application Signed & Dated: _____ References Received _____ VSS Processed _____

Position Title: _____

Start Date: _____

Days/Time: _____

Supervisor: _____



VOLUNTEER OPPORTUNITIES

DROP IN

The drop in floor at the David Busby Centre is the most commonly accessed service that we provide. In the winter it is a warm place to get out of the elements and a cool space in the summer time heat. The drop-in includes coffee, toast and light snacks, and most importantly a sense of fellowship and inclusiveness for participants. This is important to many people because in some instances; they do not have anywhere else to go during the day where they can feel safe and accepted. The drop-in provides a sense of community for those that use the service. As a volunteer for the drop in some of the tasks you will assist with include:

- ✓ *Keeping the coffee station topped up and tidy*
- ✓ *Helping out in the donation room i.e. sorting or organizing*
- ✓ *Request desk – this is where participants may access hygiene items*
- ✓ *Spending time on the floor engaging with participants i.e. playing a game or having a light conversation*

It is important to keep in mind that while making coffee or tidying up may seem mundane; you are actually contributing to the overall atmosphere of the centre.

BREAKFAST

Monday – Friday the David Busby Centre provides a healthy breakfast program. This allows our participants to start their day with a fresh cup of coffee and a full stomach. Breakfast is served from 9am-10am and we can see as many as 70+ people in that short time. Participants get a choice of hot or cold cereal, orange or apple juice, fresh fruit, and a hard boiled egg for additional protein. As a breakfast volunteer your duties will include:

- ✓ *Arriving at 8:30am to help prepare breakfast*
- ✓ *Serving the meal*
- ✓ *Helping with trays – handing out trays to participants for their meal and wiping down trays when they are finished*
- ✓ *After breakfast clean up of breakfast supplies and dishes*

Breakfast is a great volunteer opportunity for those who have limited time available but enjoy keeping busy!

OUTREACH - VAN

You may have noticed a giant white truck driving around with the words 'OUTREACH' on the side. This is the David Busby outreach van. This mobile unit goes out into the community of Barrie and its surrounding areas seven days a week to provide services to those in need. Monday – Friday the van operates 3:30pm-9:30pm, and Saturday and Sunday 8am-2pm. Some of the services the outreach van provides is food (either a lunch bag for those without cooking ability, or non-

perishable grocery items for those who have access to a kitchen), seasonal clothing, camping supplies and household items, harm reduction supplies and community information as well as brief supportive counseling. In order to access outreach services, a participant would call a toll free number during the outreach hours and set up an appointment to meet with the van. The outreach worker and a volunteer then meet the participant in a public place (generally a parking lot). Van volunteer duties include:

- ✓ Preparing for the van shift – i.e. making sandwiches if needed, and answering the phone to book appointments.*
- ✓ At stops, recording basic information for our tracking sheet or assisting the participant(s) with the services they require – i.e*
- ✓ Answering the phone while the outreach worker is driving*

While this shift takes more of a time commitment, it is a fast paced environment and a chance to get out in the community.

BINGO

The David Busby Centre is a proud member organization of the Barrie Bingo Sponsors. This is an Association that conducts charitable fundraising through their partnership at Delta Bingo & Gaming downtown Barrie. Busby Bingo Volunteer duties require:

- ✓ Having availability Fridays 3pm-5pm.*
- ✓ Following the set out dress code – your shirt will be provided*
- ✓ Tidying up discarded bingo cards after player is finished*

This is a great opportunity to volunteer if your availability is limited but want to help fundraise!

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