

# Volunteer Opportunities



**Fingerprinting:** *All About Me, I.D.* is a child identification program designed to encourage parents to keep an up-to-date record of their child. Volunteers are trained in the fingerprinting procedure and fingerprint children in daycares and at a variety of community events.

**Education:** Volunteers make preventative educational presentations to children's groups, students, and parents. These "street-proofing" presentations are specifically tailored to various age groups: pre-school, grades one and two, elementary and junior high school students, and adults. Training and materials are provided.

**Coin Collection:** Coin donation cans are placed at the cashier's counter in retail stores. Volunteers pick up and replace these cans as required, approximately monthly.

**Special Events Committee:** Members of the Special Events Committee are responsible for planning, promoting and coordinating fundraising and special events on behalf of Child Find Alberta. These events help increase public awareness of the problem of missing children and help raise the support needed so that Child Find can continue to provide services in the prevention and location of missing children at no cost to the general public. Committee members are required to attend monthly meetings.

**Mascot:** Child Find Alberta's mascots are street smart cats named Thomas Teller and Child Find Charlie. Volunteers (5'6"-6' tall) are needed for the mascot and to escort "Tommy" and "Charlie" at public events.

**Poster Distribution:** Out of town only. Volunteers distribute Child Find missing children's posters and magazines to appropriate businesses or facilities in their community and update these posters as required.

**Office Support:** Volunteers assist with office duties including typing, filing, photocopying, and organizing materials for upcoming events. Volunteers also help process donations and provide data entry support to Child Find's fundraising campaigns. Volunteers are needed during office hours, once a week or biweekly as required.

For more information, please call Vicky Cairney, Manager of Volunteer Resources, at 403-270-3463, toll-free at 1-800-561-1733, or by e-mail at [vcairney.childab@storehouse39.ca](mailto:vcairney.childab@storehouse39.ca).

# Volunteer Application

Page 1 of 3



Date: \_\_\_\_\_

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ PC: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ Email: \_\_\_\_\_

I am interested in volunteering for Child Find Alberta because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Volunteer Opportunities (please check area of interest):

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Fingerprinting            | <input type="checkbox"/> Coin Collection     | <input type="checkbox"/> Office Support |
| <input type="checkbox"/> Educational Presentations | <input type="checkbox"/> Mascot              | <input type="checkbox"/> Casino         |
| <input type="checkbox"/> Special Events Committee  | <input type="checkbox"/> Poster Distribution |   |

When are you available? \_\_\_\_\_ Weekdays circle one: AM / PM

\_\_\_\_\_ Weekends circle one: AM / PM

Do you have a car that you can use when you are volunteering? \_\_\_ Yes \_\_\_ No

References (relative, personal, and business reference. Include name, phone # and email):

1. _____	2. _____	3. _____
_____	_____	_____
_____	_____	_____

Please attach a resume listing both volunteer and work experience.

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Page 2 of 3



## Authorization for Collection of Personal Information:

I, \_\_\_\_\_, authorize Child Find Alberta to collect personal information appropriate to the volunteer position applied for and verify the character references I have supplied.

I understand the information obtained will be confidential but may be shared with relevant organizations in order to obtain an appropriate volunteer position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Verification Statement:

I hereby certify that all information included in this application is true and complete.

I understand that incomplete applications will not be considered, and providing false information is grounds for immediate disqualification from the application process, or immediate dismissal as a volunteer with Child Find Alberta.

I understand that involvement in certain crimes may preclude Child Find Alberta from employing me as a volunteer.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Office Use Only:

Date Application Received: \_\_\_\_\_

Interview Date: \_\_\_\_\_

Interviewer: \_\_\_\_\_

Orientation & Training: \_\_\_\_\_

Resignation/Termination Date: \_\_\_\_\_



The following is a contract between you, the volunteer, and Child Find Alberta.

1. I hereby agree to participate in any training program as required by Child Find Alberta.
2. Unless designated to do so, I will not give an official statement to anyone on behalf of Child Find Alberta.
3. I will not publicly express my personal opinion on Child Find policy.
4. I hereby commit to make my attendance regular and always prompt. If I am unable to fulfill a commitment or plan to take a leave of absence, I will notify the office immediately.
5. As a representative of Child Find Alberta, I will conduct myself in a professional, responsible, and courteous manner while in the service of clients of Child Find Alberta.
6. As a volunteer with Child Find Alberta, I will present a neat and professional appearance (i.e., dress will be neat, clean, and tidy).
7. As a volunteer with Child Find Alberta, I understand any misuse of equipment or privileges afforded to me will be grounds for my dismissal.
8. As a volunteer with Child Find Alberta, I understand that my first three months of service are probationary and I can be dismissed immediately for any breach of this contract.
9. I understand that as a volunteer with Child Find Alberta, I am required to supply the society with one week's written notice of my resignations.

This contract is entered into for the purpose of providing the best possible service and assistance to persons seeking help from Child Find Alberta.

**Declaration:** I have read, understand, and agree to abide by the volunteer guidelines as prepared by the board of Child Find Alberta, in effect as of the date of this application.

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Signature

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Date