



## Volunteer Registration Form

Name:		Date:	
Address:		Telephone #:	
City:	Province:	Postal Code:	
Emergency Contact Name:	Relationship:	Telephone #:	
<b>Skills You Have to Offer:</b> <input type="radio"/> Work Well With Others <input type="radio"/> Creative Ideas <input type="radio"/> Computer Knowledge <input type="radio"/> Officer Procedure		<input type="radio"/> Organizational Skills <input type="radio"/> Drive a Vehicle <input type="radio"/> Other:	
<b>Reasons for Volunteering:</b> <input type="radio"/> Skill/Career Development <input type="radio"/> Meet People <input type="radio"/> Help Others <input type="radio"/> Learn New Skills		<input type="radio"/> Course Credits <input type="radio"/> Want to Keep Busy <input type="radio"/> Other:	
Previous Volunteer Experience:			
Education/Training Background:			
Employment Experience:			

Availability:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					
Evening		X	X		X

Length of Vounteer Commitment:		
<input type="radio"/> Special Event/Project	<input type="radio"/> Less than six months	<input type="radio"/> More than six months
How did you hear about our program?		

## Confidentiality Policy

The Salvation Army requires that strict confidentiality with respect to all information obtained by volunteers concerning the ministry unit to which they are assigned, as well as clients and others they serve.

The Volunteers shall not divulge any information in the course of her/his volunteer placement to any third parties without the prior written consent of The Salvation Army. This includes, but is not limited to, information pertaining to the financial status and operations of the ministry unit such as budget information, donations of money or gifts in kind, salary information pertaining to clients of the ministry unit, ect.

No information concerning any volunteer will be divulged without prior written consent of the volunteer. This includes address, telephone numbers, ect.

Failure to comply with the above-listed items may result in disciplinary action, including discounting the services of the volunteer.

### **Agreement:**

I understand the above and agree to uphold the confidentiality of these matters both during and following my volunteer service or contact with The Salvation Army.

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Volunteer Signature

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Witness Signature

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Date

## Salvation Army Volunteer Program

Grande Prairie Community and Family Services

### WAIVER OF LIABILITY

The Salvation Army agrees to treat all volunteers with dignity and respect, having due regard for their personal safety and their personal property while they are serving as volunteers.

To that end, The Salvation Army will take reasonable steps necessary to ensure a safe and secure working environment for all individuals, including volunteers

While volunteers with not knowingly be place in unsafe situations or exposed to unnecessary rise, it is recognized that accidents or losses occasionally will happen which cannot be attributed to any fault of the part of any one individual or organization.

The purpose of the document is to release The Salvation Army from liability for accidents, injuries, losses and damage which may occur in the course of providing volunteers services, where such accidents, injuries, losses or damage are not caused by negligent acts or omissions on the part or The Salvation Army.

As a volunteer participant in the delivery of The Salvation Army programs and services, I agree to the following:

1. The Salvation Army will not be required to compensate me for any harm or loss suffered as a result of my participation in the provision of volunteer services, whether that be a harm such as illness, injury, or death, or loss damage to personal property unless such harm or loss is caused by negligent acts or omissions on the part of The Salvation Army or those whom it is legally responsible.
2. I relinquish any right I might have to claim compensation from The Salvation Army for any harm or loss suffered by me in connection with the provision of volunteer services except if such harm is caused be negligent acts or omissions of The Salvation Army or those for whom it is legally responsible.
3. Any reference to The Salvation Army in this document shall include The Salvation Army Canada and Bermuda Territory, The Governing Council of The Salvation Army in Canada, and all associates charities, divisions and unincorporated associates, as well as all officers, employees and volunteers of any of them.

I fully understand and agree to the terms set out in this document and I am signing it voluntarily.

Signed, Sealed and Delivered

In the presence of:

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Witness Name

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Volunteers Name

## Employee Relations Procedures Manual

### SECTION 02. EMPLOYEE ORIENTATION

#### 2.3 Sample Non-Fraternization Policy

### *SAMPLE NON-FRATERNIZATION POLICY*

The protection of our clients and residents is a primary concern for The Salvation Army Grande Prairie Community and Family Services. This includes protecting clients/residents from potential abuse or misuse by staff members. All clients/residents have the right to be treated with the utmost dignity and respect.

Clients/residents we dependent upon, and thus easily influenced by staff members. Clients/residents are also often incapable of distinguishing between professional and personal relationships. Thus, it is imperative that staff keep these relationships distinct. As persons in a position of trust and power over clients and residents, staff members must ensure that their dealings with the clients/residents in their care remain professional at all times.

For this reason, The Salvation Army Grande Prairie Community and Family Services has a strict policy against fraternization between staff members and clients/residents. This policy applies to all staff regardless of position. Forms of "fraternization" which are prohibited include but are not limited to.

- social outings (outside of regular job responsibilities)
- coffees/lunches off-site
- dating relationships
- offers of personal assistance with finances, etc.
- socializing with family members of clients/residents

(These prohibitions apply regardless of the gender of either party.)

Any staff member in violation of this policy will be subject to corrective disciplinary action, up to and including termination.

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Mission Statement:

The Salvation Army, as an international movement, is an evangelical branch of the Christian Church. **It's Message** is based on the bible. **It's Ministry** is motivated by love for God and practical concern for the needs of humanity; **It's Mission** is to Share the love of Jesus Christ, meet human needs, and be a transforming influence in the communities of our world.

Agreement:

If accepted as a Salvation Army volunteer, I agree to the following:

1. To participate in designated training sessions when provided to help in my volunteer assignment.
2. To fulfill the volunteer hours agreed upon.
3. To maintain strict confidentiality.
4. To wear required identification when on duty is required.
5. To provide my time and service without remuneration.
6. To adhere to the smoke free environment.
7. To support the principles of The Salvation Army and the implement of The Salvation Army while on duty as a volunteer.
8. To agree to a police check.
9. To show a drivers abstract if necessary.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For Office Use



# THE SALVATION ARMY

Community and Family Services

9615 -- 102 St.

Grande Prairie, AB T8V 2T8

Phone: 780-532-3720

Fax: 780-532-1960

email: [kerry\\_harris@can.salvationarmy.org](mailto:kerry_harris@can.salvationarmy.org)

DATE:

RCMP  
10202 - 99 St,  
Grande Prairie, AB  
T8V 2H4

## Re: Criminal Record Check/Vulnerable Sector Check

This letter is to certify that \_\_\_\_\_ is required by The Salvation Army to have a criminal record/vulnerable sector check done in regard to their position as a volunteer with our organization.

All completed Criminal Record Checks/vulnerable sector check and invoices for the same should be sent to the following address:

The Salvation Army Grande Prairie  
PO Box 907  
Grande Prairie, AB  
T8V 6V1

Thank you for your kind cooperation with this request.

Sincerely,

Kerry Harris  
Community Services Coordinator  
The Salvation Army  
Grande Prairie