

MISSION

Community Services Society



Thank you for coming in today and considering volunteering with us. Many of our programs would not be able to run effectively without people like you. From providing food at the food bank, to helping with taxes, our programs are sustained through the gift of volunteering.

With such diverse programs, our goal is to find the perfect place for you. Upon completion of the volunteer paperwork (which should take no more than two weeks), we will call you to meet with our Volunteer Coordinator and discuss where your interests lie, what availability you have and what our current needs are.

If there are any concerns or issues that may be preventing you from being able to volunteer, please let us know as we may be able to assist.

While you wait for the completion of your paperwork, take a look at our website, www.missioncommunityservices.com, and read about our programs and what's going on at MCSS. And if you are requested to obtain a Driver's Abstract, visit a ICBC office or call **1-800-663-3051**.

Volunteer Paperwork:

- Volunteer Application (includes two references and emergency contact)
- Consent for Criminal Record Check
- Confidentiality Agreement
- Code of Ethics

Instruction for Volunteers

Thank you for your interest in volunteering for Mission Community Services Society(MCSS). Many of our programs would not be able to run effectively without people like you.

We would like to accommodate your interests as much as possible by matching your abilities to the volunteer work you are most interested in. Because some of our programs involve working with vulnerable people, every volunteer is required to submit a Criminal Record Check Consent Form and depending on areas of interest, some volunteers will be required to submit additional information.

Steps to Becoming a Volunteer

1. Complete the Volunteer Application Form & Criminal Record Check.
 - a. Submit your completed Volunteer Application Form & Criminal Record check, at the same time.
 - b. You must go to your local police department and request Crim check (**we will give you a letter to take with you**).
 - c. Once you have received you Criminal Record check, **Bring both your Application and Crim Check to the MCSS Reception.**
 - d. Be sure to mark your areas of interest. We ask that you choose no more than three areas and rank them in order of preference from most to least preferred.

2. Application Package Approval & Program Opportunities Discussion.
 - a. Once we have received your Application Form and Criminal Record Check Clearance Letter, your information will be passed on to the appropriate Coordinator. This person will be in contact with you to confirm the opportunities they have and to discuss your interest in them. This is a perfect opportunity for you to ask specific question about time commitments, duties and any specific training that may be needed.

Thank you for your interest in Mission Community Services Society.

MCSS Volunteer Application Form

Personal Information:

Date Completed: _____

Last Name: _____ First Name: _____

Preferred Name: _____

Address: _____

Email: _____

Phone: _____

Emergency Contact: Name: _____

Relationship: _____ Phone: _____

Experience: (feel free to attach a resume)

Tell us about your skills and abilities:

Current or previous work experience:

Language: English - written spoken

Other (please include proficiency) _____

Are you at least 18 years of age? Y N

Please describe any special interests, hobbies or talents:

What volunteer experiences have you had to date?

Why would you like to volunteer at MCSS?

Volunteer Opportunities: Please indicate what interests you by number.

Board of Directors		Better at Home Program	
Fundraising		Transportation to Medical Appointments	
Special Events		Grocery Shopping	
Food Center		Friendly Visitor/Phone Support	
Christmas Bureau		Seniors Connection Office	
Multicultural Program		Meals on Wheels	
Lunch with a Bunch		Income Tax Return Services	
MY House			

Availability: Please indicate when you are available.

	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.
Morning							
Afternoon							
Evening							

References:

Please list two Employee or Personal References below (no relatives or friends).

1.) Name_____Relationship_____

Company_____Title_____

Contact: w._____c._____h._____

Email_____

2.) Name_____Relationship_____

Company_____Title_____

Contact: w._____c._____h._____

Email_____

Is there anything else we should know?