



INDIVIDUAL VOLUNTEER APPLICATION

Revised: August 2016

First Name Last Name

Address

City Province Postal Code

Home Phone Cell Phone Work Phone

Email

Occupation Employer

The information collected in this shaded area is used to verify identity if a Police Record Check is conducted and to match the application against records in STARS' database – it does not affect screening or eligibility (except in cases where laws, regulations, or safety procedures set a minimum age for a job).

Gender Birth Date
Month Day Year

Emergency Contact

Name
Phone
Relationship

Medical or other conditions that STARS should know about

References

Name
Home Phone
Work Phone
Relationship

Name
Home Phone
Work Phone
Relationship

I am interested in becoming a STARS volunteer because

VOLUNTEER CODE OF CONDUCT

I understand that my behavior affects how others view STARS. I commit to STARS values when I am volunteering or representing STARS in the community:

Safety

- I understand and follow safety procedures.
- When I am unsure of a policy or procedure, I will ask for more information.
- When I see a safety issue, I will report it.
- I help other people notice hazards and stay safe.
- I will respect and obey the laws of all jurisdictions where I volunteer.
- I will report any illegal or unethical behaviour to STARS.
- I will abstain from any use of alcohol or drugs prior to and while volunteering with STARS.

Teamwork

- When a job needs doing, I will help my team get it done.
- I work to understand my job and how it fits into the team.
- I help other people by sharing information and helping them understand their jobs.

Accountability

- I understand what my responsibilities are and do my best to meet them.
- I follow through on my commitments and show up when I promise to.
- I accept and use feedback to improve.
- When there is an issue or I see things that could be improved, I give timely feedback to STARS.
- I disclose conflicts of interest.

Respect

- I treat others the way that I would like to be treated.
- I recognize and appreciate the value of other team members and the contributions that they make.
- I try to understand the expectations that others have of me.
- I engage in positive conversations and avoid gossip.
- When people share concerns or criticisms, I pass these along to the right person instead of trying to deal with it myself.

Spirit

- I believe in the STARS mission and that STARS helps my community.
- I feel that STARS values align with my personal values.
- When I volunteer, I know that I am an ambassador for STARS and people look to me as an example.
- I understand that every volunteer and staff person is here to support the STARS mission.
- I recognize and celebrate that the people that I work with have different motivations for volunteering.

I understand that there will be situations that are not covered by policies and procedures. In those situations, I will be mindful of STARS values, use good judgment, and contact a STARS employee for guidance.

VOLUNTEER SCREENING

I understand that I must satisfactorily complete the following screening steps before I can become an active STARS volunteer:

- Complete a volunteer application;
- Agree to the Code of Conduct;
- Agree to the Confidentiality Agreement;
- Complete an interview with an authorized STARS employee;
- Have two references checked by an authorized STARS employee; and
- Complete all orientation and onboarding training.

I understand that some volunteer jobs are restricted to volunteers who have completed a Police Record Check. I understand that this step is OPTIONAL and that declining to complete a Police Record Check will limit the volunteer jobs that I can have with STARS.

By checking this box, I agree to complete a Police Record Check.

I understand that for some roles STARS may require additional screening or training not listed here.

I understand that from time to time, STARS may ask me to renew my screening or training and that this may be required for me to continue volunteering with STARS.

ENDING MY ACTIVE VOLUNTEER STATUS

I may end my active volunteer status by taking ANY of the following actions:

- Giving written notice to STARS; or
- Declining to complete a screening or training requirement; or
- Allowing more than 24 months to pass without a recorded volunteer shift with STARS.

I understand that STARS policies and procedures also allow STARS to end my active volunteer status.

CONFIDENTIALITY

I understand that in the normal course of my duties for STARS, I may become aware of confidential information.

I understand that confidential information is information of a proprietary, technical, business, personal, or financial nature, and includes all information that might be of use to others if disclosed.

In all cases, I will NOT disclose confidential information to any person outside of STARS unless authorized to do so or legally compelled. I will take reasonable care to protect confidential information, including personal and patient information, from theft or unauthorized access, alteration, or misuse.

CONFLICT OF INTEREST

I understand that while I am volunteering for STARS I am expected to avoid entering, or appearing to enter, into a position where my personal interests, business activities, or other activities might be, or appear to be, in conflict with those of STARS or its stakeholders.

I understand that conflict of interest situations are those which may compromise the reputation of the organization, the financial status of STARS, the interests of persons served by STARS, or the performance of personnel.

If I am in a real or perceived conflict of interest, I will report it to STARS and I will work with STARS to attempt to resolve all disclosed conflicts of interest in good faith.

PRIVACY

I understand that STARS collects and maintains information about volunteer applicants, active volunteers, and former volunteers for the purposes of:

- Determining suitability for volunteer roles;
- Ensuring that volunteers are trained for their roles;
- Communicating with volunteers about STARS and its volunteer program;
- Communicating with emergency contacts or next of kin in the event of an incident involving a volunteer;
- Recognizing the contributions of volunteers;
- Measuring and reporting volunteer impact; and
- Managing organizational risk.

I understand that I may access copies of my personal records held by STARS by contacting volunteer@stars.ca. I may request corrections to my records.

I understand that STARS maintains a privacy policy that I may request at any time and that is available online at <http://stars.ca/stars-privacy.html>. I also understand that STARS may update its privacy policy from time to time.

I consent to the collection and use of my personal information by STARS.

CONSENT TO USE OF NAME, IMAGE, AND COMMENTS

I grant permission to STARS to use my name, any photo or video images of me, and any comments made by me in writing or otherwise, for promotional purposes in any form of media (e.g., TV, radio, print, websites, or social media).

AGREEMENT

I understand that this form SUMMARIZES the policies, procedures, and processes that apply to STARS volunteers and that I may request the complete volunteer policies from STARS.

I understand that from time to time STARS may, at its sole discretion, change or update its policies, procedures, and processes.

I have read, understand, and agree to the:

- Volunteer Code of Conduct;
- Confidentiality statement;
- Conflict of Interest statement;
- Privacy statement; and
- Consent to Use of Name, Image, and Comments.

Name

Signature

Date

| | | |
|-----------|-----|------|
| Name | | |
| Signature | | |
| Month | Day | Year |

Submit complete applications to:

Volunteer Coordinator
STARS Foundation
1441 Aviation Park NE, Box 570
Calgary, AB T2E 8M7

volunteer@stars.ca
403 274 9569 (fax)

STARS values diversity and will not discriminate against any volunteer because of race, nationality, religion, creed, colour, gender, age, marital status, family relationship, parental status, ethnic or national origin, political beliefs, sexual orientation, medical condition, or physical/developmental disabilities, and will provide reasonable assistance for persons to carry out duties.