

## **VOLUNTEER SUPPORT TEAM APPLICATION FORM**

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In order to make the best use of your skills and experience as a member of the Volunteer Support Team, please fill out this application form and, along with your resume, send to [generalinfo@yci.org](mailto:generalinfo@yci.org), by fax to 416 504-3376 or by mail to 555 Richmond St. W. Suite 313, PO Box 1205, Toronto ON M5V 3B1.

### **PERSONAL INFORMATION**

#### **A. Contact Information**

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

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

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Phone (h): \_\_\_\_\_ Phone (c): \_\_\_\_\_ Phone (w): \_\_\_\_\_

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

#### **B. Emergency Contact Information**

Emergency contact name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

#### **C. Current Status**

What best describes your current situation? (select all applicable)

Employed    Unemployed    Student    Other

Please explain: \_\_\_\_\_

\_\_\_\_\_

#### **D. How did you learn about Volunteering with Youth Challenge International?**

Someone told me about it. Who: \_\_\_\_\_

Online. Where: \_\_\_\_\_

On Campus or at School. Where: \_\_\_\_\_

YCI Brochure or Poster. Where: \_\_\_\_\_

Print ad or media. Where: \_\_\_\_\_

Email. From who: \_\_\_\_\_

Other. Please explain: \_\_\_\_\_

\_\_\_\_\_

#### **E. Questions**

Please explain why you are interested in becoming a member of Youth Challenge International's Volunteer Support Team: \_\_\_\_\_

\_\_\_\_\_

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What do you hope to gain from this experience? \_\_\_\_\_

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### **RELEVANT SKILLS AND EXPERIENCE**

YCI's Volunteer Support Team has two branches: Volunteer Program Support and Technical Assistants/Advisors (please circle only one option).

1. As part of the **Volunteer Program Support Team** you will assist YCI head office either at the Toronto office or virtually. Duties may include any or all of the following: (please select all of those in which you have experience and/or interest)

- Administration
- General Office Duties (database entry, sorting/filing etc.)
- Research

2. As a **Technical Assistant /Technical Advisor** you can use your related skills and experience to assist YCI staff in a specific skill-based project.

\*Please note this option is only available when calls for applications are offered. Please refer to our news section for T.A. opportunities. Which Technical Assistant/Advisor position are you applying for? \_\_\_\_\_

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If you are not applying for a specific Technical Assistant/Advisor position, we may keep your application on file for future opportunities.

Please tell us the specific skills/experience you possess that would make you an ideal Technical Assistant/Advisor for the above stated position: (Please select all applicable):

- Administration/Business
- Community Outreach/Event Planning
- Fundraising
- Grant and Proposal Writing
- Journalism/Media/Communications

#### **Youth Challenge International**

555 Richmond St. W., Suite 313, PO Box 1205, Toronto, ON, M5V 3B1

T: 416.504.3370 | F: 416.504.3376 | generalinfo@yci.org | www.yci.org | Registered Charitable Number: 11906 9078 RR0001

- Marketing/Public Relations
- Project Management
- Research
- Web/Graphic Design
- Other: \_\_\_\_\_

**AVAILABILITY**

A. How often do you want to volunteer?

- Weekly    Bi-Weekly    Monthly    Other: Please specify: \_\_\_\_\_

B. How many hours are you able to contribute (weekly, bi-weekly, monthly)? \_\_\_\_\_

C. Please mark with an (X) the days/time you are available to volunteer:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					
Evening					

**VOLUNTEER CONFIDENTIALITY AGREEMENT**

As a member of YCI’s Volunteer Support Team you agree that you will at all times maintain the privacy and dignity of YCI staff, clients, donors and volunteers and you will thus not disclose any and all confidential information including but not limited to personal and medical information relating to participants in YCI programs and confidential information and data relating to YCI, except as is authorized or directed by YCI. You will abide by and respect the mission and vision of YCI and will follow this in accordance with YCI’s policies, standards and guidelines during and after your volunteer term with YCI.

By signing below you acknowledge that all information included in this application form is true and complete and that you have read, understood and will abide by the above stated agreement.

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