



ॐ VOLUNTEERING ॐ

CANADA HINDU HERITAGE CENTRE AND RAM MANDIR

Volunteering may be an outlet for your natural talents, a road-test for your new career, or simply a handy way to network. It is also an opportunity to develop new skills, expand your horizons and help others. Volunteering is particularly helpful for those with little practical experience in their chosen field.

REASON FOR VOLUNTEERING:

There is much to be gained when you volunteer. However, the following list is particularly relevant to any student moving towards a career.

DEVELOP SKILLS: You will gain skills and knowledge that may help you obtain a paid job and develop qualities that are relevant in all workplace, punctuality, dependability, ability to work in a team environment and the ability to handle pressure.

GAIN WORK EXPERIENCE: Volunteer jobs provide hands on experience and give you the opportunity to apply your academic knowledge. You gain practical experience and qualifications to enhance your resume.

FIND OUT ABOUT THE WORK WORLD: You will discover the realities of the working environment. You will gain practical knowledge about organizations and how they operate on a day-to-day basis.

LEARN TO MARKET YOURSELF: You will learn how to net-work and market yourself during this process of volunteering, from completing the application to going for an interview, in the real work force.

EXPLORE CAREER OPTIONS: Volunteering will give you a chance to discover whether or not you are really suited to a particular line of work.

CANADA HINDU HERITAGE CENTRE



VOLUNTEER APPLICATION



Last Name: _____ First Name: _____

Address: _____

City/Town: _____ Province: _____ Postal Code: _____

Contact Information: Day: _____, Evening: _____, Cell: _____, Email: _____

What type of volunteer are you? Please circle one that applies: **Student/General/Senior**

If you are a student volunteer, please provide the following information:

Name of School: _____, Grade: _____, Number of hours to be completed _____

What is your availability? Days: _____, Evenings: _____, Weekends: _____

Do you plan to continue to volunteer after completing your hours? Yes _____, No _____

What are some of your special skills that you bring to this program? _____

Why did you choose to volunteer at Canada Hindu Heritage Centre and what would you like to get out of this program?

How did you learn about our volunteer Program? _____

Additional information is required if your answer is "YES" to any of the questions below.

Do you have any Medical condition? YES / NO _____

Are you currently on any Medication? YES / NO _____

Are you being treated or have been treated for any communicable diseases? YES / NO

Do you have any Physical Limitations? YES / NO _____

Are you restricted to any activities? YES / NO _____

Have you ever been convicted of any criminal offence? YES / NO _____

If you are a student volunteer, please note: This application will be held on file for six months at which time you must complete your 40 hours. If not complete within six months a letter will be mailed to you with the hours completed and a new application will be required to continue on.

All volunteers are required to volunteer for a minimum of 2 hours and attendance for your schedule time and day is critical to completing the program successfully.

TWO EMERGENCY CONTACTS

1. Name: _____, Relationship: _____, Phone #: _____

2. Name: _____, Relationship: _____, Phone #: _____

I have read and understand all of the above.

Applicant Signature: _____, Date: _____

Please print your name:

Guardian Signature: _____, Date: _____

Required for students under 18 years

 **Canada Hindu Heritage Center** 
Volunteer's Policies and Code of Ethics

- All volunteers must register as a volunteer and attend the orientation program before commencing work activities.
- *Dress code for all volunteers is Indian Suits (male and female) or “Black” pants and “White” shirt to be worn. The following clothing is not permitted. (Jeans, Sweat Suits, Shorts, Sweat Tops or Short Blouses) Volunteers will be sent home to change if they do not confirm to the dress code*
- A volunteer badge will be assigned to all volunteers. This must be worn at all times during the performance of the assigned duties.
- Upon arrival volunteers must report to the office to clock in and receive instructions for their assignments. Before proceeding to the assigned task all volunteers must visit the Mandir for Darshan and Tilak
- Volunteers are not permitted to chew gum, use head phones or cell phones during their involvement in their assigned task.
- Time and attendance records are maintained for all volunteers as such all volunteers must clock in and out using the assigned Volunteer clock in Card.
- In the event that the volunteer is not able to attend as scheduled they must contact the office as soon as possible so that alternate arrangements can be made. 905-696-8886.or (Eshwars cell #)
- Use of the organizations computer equipment, telephone systems and other related equipment for personal reasons is not permitted.
- Any volunteer who fails to respond to request for volunteer services for three consecutive times without satisfactory reason will be deemed to be inactive. As such they will be removed from the active list of volunteers.
- Please note that the following activities are part of our “Volunteering” program but not limited to: Mopping, Sweeping, Cleaning, Washing Dishes, Setting up and cleaning the Banquet Hall, Serving and Other duties as assign.

Violation of these policies and or any acts of misconduct will be grounds for removal from the program.

I have read and fully understand the content of this document. I pledge to the best of my abilities to comply with the Policies as outlined.

_____ Date: _____

First and Last name (Print your name)

Volunteer's Signature (Please sign)

