



Central Alberta Youth Unlimited / YFC

Central Office: 5025 50 St Lacombe, AB T4L 1X9
Phone: 403-789-CAYU (2298)
Email: info@cayu.ca
Web: www.cayu.ca

Level Two Volunteer Application Form

The information you provide on this form will help us find the most satisfying and appropriate volunteer placement for you. Please provide as much detail as possible.

PERSONAL

Name: _____
Address: _____ City: _____ PC: _____
Home Phone: _____ Cell Phone: _____
E-mail: _____ Preferred Method of Communication: _____
Emergency Contact Name & Phone #: _____

I am over 18 years of age (If you are under 18 years of age, you are still able to volunteer)

EXPERIENCE

Do you have any volunteer experience? YES NO

If yes, please provide information regarding this experience.

Please indicate your community of interest:

Lacombe Ponoka Rimbey Red Deer Sylvan Lake Maskwacis

Please indicate your area(s) of interest:

Board of Directors Fundraising Stepping Stones (Lacombe/Ponoka)
 Special Events YU-Turn Drop-in (Lacombe) Life 360
 Incline Timber Coffee Co. School Programs
 Other: _____

TIME AVAILABLE FOR VOLUNTEER INVOLVEMENT

Please provide the times that you are able to volunteer:

Mornings Afternoon Evenings Weekends

Comments: _____



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HOBBIES & INTERESTS

Please describe your hobbies and interests.

SPECIAL SKILLS / TRAINING

Please describe any special skills you possess or any specific training you may have.

Do you have experience working with youth? YES NO

If yes, please provide information.

EMPLOYMENT & EDUCATION Please fill out Section A if you are currently employed, and Section B if you are currently attending school.

SECTION A:

Present Employer: _____ Position: _____

Part Time Full Time Length of time you have worked for this employer _____

Main Responsibilities _____

Supervisors Name: _____ Supervisors Phone or Email _____

May we contact your employer? Yes No

SECTION B:

Present School: _____ Program: _____

Part Time Full Time What year of the program are you currently in?: _____



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OTHER INFORMATION

Name of Church, if attending: _____

Why do you desire to be a part of the CAYU Volunteer Team? _____

In light of your personal abilities, what would you like to see accomplished through your time with CAYU?

If you could develop a special group around your interests/ abilities, what would it be? _____

REFERENCES

Please provide three references:

1. Name: _____

Relationship (friend, employer, etc.): _____

Home Phone #: _____ Email: _____

2. Name: _____

Relationship (friend, employer, etc.): _____

Home Phone #: _____ Email: _____

3. Name: _____

Relationship (friend, employer, etc.): _____

Home Phone #: _____ Email: _____

This application form and the information contained therein are being provided in confidence and shall not be disclosed to any person other than Central Alberta Youth Unlimited. I, the undersigned declare that all information given is true, and understand that willfully providing false information will result in dismissal from potential volunteer work with Central Alberta Youth Unlimited/YFC.

Signature: _____ Date: _____



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Please note: All volunteers who will be in contact with youth or other vulnerable persons will be required to submit a Criminal Record Check.

FOIPP Consent Form

Due to the freedom of Information and Protection of Privacy Act (FOIPP), Central Alberta Youth Unlimited / YFC (CAYU) requires written permission for the following:

- To release your name and telephone number to CAYU volunteers for the purpose of contacting you about volunteer requirements, special events, evaluations, service delivery surveys, and/or meetings.
- To use your photos and/or name to promote and advertise CAYU programs and services. (Eg. displays, web site, media articles or pictures and/ or static display boards.)

I, _____, hereby give my permission to Central Alberta Youth Unlimited to release my personal information for the purposes listed above.

Signature _____ Date _____

Witness _____ Date _____

Getting Connected

Please add me to the Mailing List so that I can receive quarterly newsletters via email or mail (circle one).

Please add me to the email contact list so that I can receive short, monthly, e-news updates.

I would like to know more about how to financially partner with Central Alberta Youth Unlimited and/or one of their staff members.



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Oath of Confidentiality

I will respect the rights of youth, staff and volunteers to total privacy concerning the details of their lives, such as names, addresses, background, family relationships and any other personal information.

I agree to limit my discussion to the specific duties and responsibilities as outlined in my job description. Specifically, I can discuss what I do, but will not share information that may identify any individual associated with Central Alberta Youth Unlimited / YFC.

I agree to keep all information about the youth confidential and will share this information with my co-workers on a need to know basis.

I understand that I am required to inform my supervisor of any incidents that may occur within my duties at Central Alberta Youth Unlimited / YFC and that the passing of this information to my supervisor is classified as a "need to know" basis and does not breach this Oath of Confidentiality.

I understand that as a condition of my involvement with Central Alberta Youth Unlimited / YFC, that I am expected to maintain confidentiality. Any breach of confidentiality will result in disciplinary measures, which could include dismissal.

I understand and agree that this oath of confidentiality will remain in effect even if I cease to be involved with Central Alberta Youth Unlimited / YFC.

Signature _____ Date _____

Witness _____ Date _____



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Central Alberta Youth Unlimited Statement of Faith

1. We believe the Bible to be the inspired and only infallible authoritative Word of God.
2. We believe that there is one God eternally existent in three persons: Father, Son and the Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; that they are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in Christ.

I have read the above statement, and while volunteering and representing Central Alberta Youth Unlimited/YFC, will conduct myself in a manner that is not contradictory to these beliefs.

Yes

No

Name: _____

Signature: _____

Date: _____



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Central Alberta Youth Unlimited/ YFC Policy Regarding Professional Conduct with Young People

Central Alberta Youth Unlimited/ YFC (CAYU) believes in absolute professional propriety with regard to its work with young people. As such all the following policies are mandatory for CAYU staff and volunteers. It is the responsibility of the individual volunteer or staff member and their immediate supervisor to ensure compliance with these policies.

No staff member or volunteer should have any young person connected with the work of CAYU under the age of 18 stay in their house over night. On exceptional occasions where this is deemed necessary, other staff or volunteers are to be present and parents or guardians must give written permission. No staff member or person acting in a capacity as CAYU volunteer is to stay overnight alone with any such young person.

It is recognized that private conversations are sometimes a necessary part of the work. These will be conducted in a public building or public place (CAYU office, drop in, restaurant, etc.).

CAYU is under legal obligation with respect to the knowledge it or its officers possess regarding young people under the age of 18. As such the relevant authorities will always be contacted immediately, should CAYU come into any knowledge regarding underage runaways or allegations of any form of abuse. All supervisors should make sure all staff and volunteers are aware of the correct procedures for doing this in the area or locality involved. The relevant ministry is the Ministry of Children and Family Services Authority and a case worker there should be immediately contacted, as should the staff member's supervisor.

No CAYU worker or volunteer will be alone in a vehicle with any young person connected with the work of CAYU. If a journey needs to be conducted, a third person, preferably a staff or volunteer, should always be present. In exceptional circumstances where the journey is of crucial importance (medical emergency etc.) and no other staff or volunteer is available, the staff member must ensure that the youth rides in the back seat only. The staff must call their supervisor and inform them of departure and then again on arrival.

All CAYU staff and volunteers must submit to criminal record checks. All staff should inform their volunteers of the need for this before they can take part in the work.

I agree to abide by the policy above.

Yes

No

Name: _____

Signature: _____

Date: _____

Level 2



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CONFIDENTIAL REFERENCE FORM

Applicant Name: _____

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	Superior	Above Average	Average	Below Average	No Basis for Judgment	Comments (Additional Space Below)
Kindness & generosity						
Moral integrity						
Perseverance						
Self-discipline						
Leadership potential						
Plan & goal oriented						
Punctuality						
Self- initiative						
Wise use of time						
Working with others/ teamwork						
Teachable servant spirit						
Able to adjust to change						
Able to work through problems						
Able to handle confrontation productively						
Reputation in community						

How long, and in what capacity have you known the applicant?

What do you consider to be the applicant's greatest strengths?

What areas of the applicant's life would you say need growth?



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To your knowledge, is faith/spirituality an important aspect of the applicants life? Yes No
If 'yes', in what way do you see this reflected in the applicants day to day life?

Have you had opportunity to observe the applicant work with youth? Yes No
If 'yes', please comment on the applicant's ability to build relationships, provide leadership and/ or relate to the youth they were working with.

Would you feel comfortable with this applicant caring for your own children? Yes No
Why/ Why not?

Would you recommend this applicant as a volunteer, specifically for work with youth?
 Enthusiastically Fairly Strong With Reluctance
 Strongly Without Enthusiasm Don't Recommend

Is there anything else you feel would be valuable for us to know in relation to this applicant's ability to serve alongside the Central Alberta Youth Unlimited Team?

May we contact you if we have any further questions? Yes No

Preferred contact: Email Home Phone Cell Phone

Signature: _____ Date: _____

Name: _____ Position: _____

Home Phone: _____ Cell Phone: _____

Mailing Address: _____

Email Address: _____



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Email Address: _____



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Mailing Address: _____

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