



Volunteer Application and Confidentiality Agreement

SECTION I

Date: _____

Name: _____

Address: _____

City/Province: _____

Email address: _____

Phone number: _____

SECTION II

Occupation: _____

Education (Highest level of Education): _____

Skills and Qualifications:

Summarize skills and qualifications you have acquired from employment, previous volunteer/ community work, or through other activities, including hobbies.

SECTION III

Availability- at what times are you available for volunteering?

Flexible

Evenings

Weekdays

Weekends

Daytime

How often would you be able to offer the above availability?

Will you be prepared to get a security check if required? It will be on your own cost.

Y/N



Volunteer Application and Confidentiality Agreement

SECTION IV

Volunteer Opportunities

I am interested in volunteering in the areas of:

Board- nomination process

Committees

Fundraising and Donor Relations

Fund Development and Finance

Volunteer Development

Marketing Communication

Program, Community Relation & Outreach

Governance

Programs and Events

Leadership Training Programs

-Marketing & Recruitment

-Logistics

-Program Materials

-Technical supports: recording, note taking, IT

-Mentorship & Sponsorship

Networks/ Support

-Resource Development

-Research

-Translations

-Issues Monitoring

-Policy & Research

Summit

-Outreach

-Marketing & Communication

-Volunteer Coordination

-Logistics

-Registration

-IT

-Donors & Stakeholders

relations

-Regional Committees

-Summit Volunteers/ Regional Sessions

-Facilitators, note takers, recorders

ACT2endracism Network

Organizational Support

IT Development and Maintenance

Resource Management

Volunteer Support, Training and Recognition

Administration/ Office

Operation



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VOLUNTEER OPPORTUNITY DESCRIPTIONS

SECTION V

ACCT Foundation Board

The board is a governing, directing and operating entity of ACCT. Board membership is an annual nomination process selected by board members and ACCT membership. Board Members are active members of the community who believe in the mission and work of ACCT Foundation. Board members are committed for a minimum of two years and selected as members across Canada.

ACCT Committees

Committees are focused areas of interest and work for volunteers. Committees contribute to strengthen development and the operations of ACCT. Volunteering committees provide learning, experience and opportunities in sharing expertise, knowledge and recommendations. Committees may interrelate with each other as volunteers may also serve more than one committee. ACCT is national as each region may establish its own secondary committees and serve on the primary ACCT committees. Each committee establishes their meeting times and timelines according to the ACCT agenda of a minimum of one year commitment. The constant committees are:

- Fundraising and Donor Relations Committee – support fundraising activities and connect, liaise and network with new and past donors and sponsors to actively help raise money.
- Fund Development and Finance Committee – strategizing and implementing ways to increase funding and broaden financial resources. Accounting and auditing background is an asset.
- Volunteer Development Committee– operationalize and develop a functioning volunteer program and involvement including membership, recruitment and training, manual/policies, ongoing support and planning recognitions and acknowledgements.
- Marketing Communication Committee – development and distribution of promotional materials for ACCT’s programs and events with publication, media and other communication networks. Act as Representatives or Ambassadors to ACCT online communities and related communities.
- Program, Community Relation & Outreach Committee – supporting and facilitating ACCT’s work in the communities through attending meetings in person or media applications, report or note taking or other representative activities.
- Governance Committee – may interrelate with the Board regarding policy making and procedures; awareness of current events followed by actions/recommendations; and taking initiatives of concerns and issues arising between Board, Committees, Staff and Programs and the Community(ies).



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AACCT Program Events

Volunteers can be involved in specific programs and events. Commitment is on ad-hoc basis as per event; and may be in support of Committees and Staff of ACCT; and carrying out specific tasks and roles in the event.

- Leadership Training Program – training workshops anticipate to be implemented across the country. Volunteers can become involved in preparation, researching and organizing materials, note-taking, related facilitation tasks, and other related tasks and actions.
- ACCT Chinese Canadian Leaders Summit – the national event is held for participants across the country. (First Summit was held in 2019; and the current Summit 2021 is in progress). Volunteers may serve on the Committees, or to carrying out supportive tasks and activities in hospitality, event recording, logistics, IT and ensuring capacity of related details to Summit
- ACT2endracism Network– Volunteers comprise a national network to examine racism. It is a community of volunteers from organizations and individuals across Canada coming together to create a force in information gathering, hosting event community consultations, and other educational forums to address racism particularly against Asians. Volunteers are a resource for IT support, research, note taking and related facilitative tasks and duties.

Organizational and Administration/Office Operations Support

- IT Development and Maintenance – Volunteer(s) support, maintain and update ACCT's IT security and IT programs and subscriptions. Provide staff and related individuals of developments and mentoring where needed.
- Resource Management – organizing files and documents whether as inventory, data and other materials for ACCT access and record keeping
- Administration and Office Operations – reception (or representative capacity (in person/online)), filing, photocopying, distribution of mail/email or other messages and other related activities (eg: Summit, casino)



Volunteer Application and Confidentiality Agreement

CONFIDENTIALITY AGREEMENT

Volunteers associated with and/or involved in the activities or affairs of Action, Chinese Canadians Together (ACCT) Foundation may come across privileged information including but not limited to operations, activities, finances, sponsor/donor information, and research. This confidentiality agreement is in place to ensure that all data, materials, knowledge and information generated through, originating from, or having to do with ACCT (including contractors) is to be considered privileged and confidential and not to be disclosed to any third party. This includes but is not limited to: financial reports, budgets, contact information, strategic plans, and research documents.

If there is any doubt or question as to what constitutes confidential information or to ask about information-sharing processes, please contact the ACCT Foundation Administrative Coordinator. If a violation of confidentiality occurs, the volunteer may be dismissed from the position at the discretion of the ACCT Foundation Chair.

By signing below, I acknowledge that all information in this form is true and that I accept the terms listed in the confidentiality agreement.

Signature: _____



Volunteer Application and Confidentiality Agreement

VOLUNTEER PROCESS

Thank you for your interest in volunteering at ACCT Foundation.

THINGS YOU SHOULD KNOW:

1. ACCT Foundation hopes the volunteer interest and experience is beneficial to the organization and to the volunteer. As a Non-Profit organization, there may be circumstances that create limitations affecting voluntarism and its programs. ACCT wants to ensure the best outcome with our volunteers.

2. Some programs and areas of volunteer involvement may:

- Have limited number of volunteers to promote coordination, collaboration, representation and decision making
- Require volunteers to obtain and/or update police security checks for such responsibilities as handling money or other valuables; and working with vulnerable groups or individuals. Applicable costs are at the volunteer's responsibility.
- Require volunteers to have reference letters or recommendations; and resumes or curriculum vitae
- Require volunteers who have specific expertise, knowledge and practice to promote the organization
- Require volunteers to undergo a selection process of pre-screening, interviewing, and/or participate in orientations of information sessions. This selection process assesses the best fit, specifically does not guarantee volunteer placement.
- Require volunteers to carry their own liability and insurance coverage though ACCT Foundation has insurance coverage of directors and personnel. Additional personal coverage might be: vehicle use for ACCT purposes (currently not applicable).
- Require volunteers to have regular reviews and ongoing monitoring of intents, efforts, commitment and recognition of good standing
- Require volunteers to attend and commit to related meetings and activities
- Usually have volunteers take responsibility for expenses/costs incurred in their voluntarism work. ACCT does reimburse for any authorized purchases.



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INSTRUCTIONS TO BECOMING A VOLUNTEER:

1. Application forms can be requested and obtained through ACCT Foundation:

email: events@acctfoundation.ca

website: www.acctfoundation.ca

Please complete the application as best you can. Please review your answers and ensure your contact information is correct.

2. Fill out the application form and submit to: events@acctfoundation.ca or as requested by administration.

There may be deadlines to consider in your completion and submission of the application

3. Applications will be reviewed by relevant key personnel of ACCT Foundation. Confidentiality is ensured meaning the application is restricted to the property of ACCT Foundation and viewed only by the relevant key personnel. Applicants must also abide by confidentiality in case certain information may have been disclosed.

4. You may receive a call from key personnel of ACCT for more information, orientation or to arrange an interview time.

5. You will receive a call to verify and confirm the status of your application within 2 weeks.

a) Should your application be denied or you are no longer available or interested - your records are kept confidential and on file for 2 years before destroying

b) Should your application be accepted – further instruction will be provided including administrative records. For example: Confidentiality, Intellectual Property and Conflict of Interest; or Non-Disclosure; Terms of Reference; Policies; and other required documentations.

Thank you again for your interest in **ACCT Foundation**.