

Dear Volunteer Applicant:

Thank you for your interest in volunteering! The following checklist will help you to assess whether or not volunteering at LCG is the right volunteer work for you. It is also provided to help guide you through our intake process, which can take up to six weeks to complete.

Commitment Required:

For all volunteers:

- Agree to uphold LCG's mission and values.
- Commit to performing duties as described in the position description.
- Commit to the time expectations described in the position description.
- Follow policies and procedures.
- Be reliable, trustworthy and punctual.
- Participate in agency and self-evaluation/supervision.

For Tutors:

- Complete a required 15-hour tutor training program within 6 months.
- Follow a learner-centred approach.
- Follow procedures regarding training, assessment and progress reviews, reporting and record keeping.
- Ask for assistance when needed.

Volunteer/tutor: _____ Date: _____

LCG's Commitment:

- To provide a clear mission, policies and procedures.
- To carefully screen and select volunteers.
- To provide quality services and programs.
- To provide orientation and training.
- To provide ongoing staff support.
- To provide ongoing training and professional development opportunities as appropriate.
- To provide required resources.

Intake Process:

- Complete and submit a volunteer intake form.
- Submit references and resume.
- Agree to uphold LCG's mission and values.
- For Tutors – Complete an assessment of reading, writing and math skills.
- Attend an initial interview to discuss volunteer positions and ensure that LCG can utilize your services.
- Sign a Statement of Confidentiality and Waiver Form.
- Provide a police record check (LCG will reimburse the cost)
- Provide a Health Assessment for child minding volunteers (LCG will reimburse the cost)

We, The LCG, agree to accept the service of _____

Staff Rep.: _____ Date: _____

Thank you for your time and consideration. Although we appreciate the interest shown by each potential volunteer, we cannot guarantee that we will have a position for everyone who wishes to give of their time to LCG. Occasionally, it may happen that we do not have a particular position that you may be looking for or we may be unable to currently utilize your particular skills. Should this happen, we will keep your file on hand for the next six months and contact you if a position more suitable to your skills becomes available.

Sincerely,

Lynn VanLieshout
Executive Director
Learning Centre for Georgina

Learning Centre for Georgina Volunteer Application Form

The Learning Centre for Georgina respects your privacy. We protect your personal information and adhere to all legislative requirements with respect to protecting privacy. We do not rent, sell or trade our mailing lists. The information you provide will be used to deliver services and to keep you informed and up to date on the activities of the Learning Centre, including programs, services, special events, funding needs, opportunities to volunteer or to donate, open houses and more through periodic contacts. If at any time you wish to be removed from any of these contacts simply contact us by phone at (905)-476-9900 or via e-mail at info@lcgeorgina.org, and we will gladly accommodate your request.

Contact Information

Date:	
Name:	Home Phone:
Address:	Work Phone:
	Cell Phone:
City:	Employer:
Postal Code:	E-mail:
Transportation: (car/bus, etc.)	Birthday (m/d/y)
Please indicate where you would prefer we contact you. <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	
Do you give permission to the Learning Centre for Georgina to share your phone number with your student? (This question is for volunteer tutors only.) <input type="checkbox"/> Yes <input type="checkbox"/> No	
How would you like to contribute to the Learning Centre Program? (Check all that apply.)	
<input type="checkbox"/> Tutor	<input type="checkbox"/> Board of Directors
<input type="checkbox"/> Committee Member	<input type="checkbox"/> Special Events
<input type="checkbox"/> Outreach & Promotional Activities	<input type="checkbox"/> Child Minding
	<input type="checkbox"/> Fundraising
	*Position descriptions available upon request

What is your level of education? _____

What other training programs have you completed?

How did you find out about our agency and this volunteer opportunity?

Please describe your occupation or area of work experience.

Please describe other relevant jobs or volunteer experience.

What hobbies or interests do you have?

Reference Checks

We will be calling your references prior to you starting your volunteer position.
We will be asking your references about your ability to handle a position of trust.
Please provide a personal and professional reference (if applicable).

References

1. _____ Phone: _____
Phone: _____
2. _____ Phone: _____
Phone: _____

Release for Reference Checks

_____ give permission to the Learning Centre for
(Name)
Georgina to contact the references that I have provided, regarding my application to volunteer with
LCG.

Signature

Date

Tutors Only

Subjects and Levels

We tutor adult learners whose skills range from approximately Grade K to 10+ (Literacy Levels 1-5). Please indicate the subjects you are interested in tutoring.

	Math	Spelling	Grammar	Writing	
Beginners					Gr. K – 5
Advanced					Gr. 6 – 10+ skill level

Availability

We ask our volunteers to commit to a minimum of two hours per week for at least 6 months. Volunteers meet with their learners once a week, at the office, or at a public place ie. the library. Please indicate when you think you'll be available.

	Mon.	Tues.	Wed.	Thurs.	Fri.	
Morning						9am-12pm
Afternoon						12pm-5pm
Evening						5pm-9pm

Other Considerations

Please mention any other information we should consider in matching you with a literacy learner, for example: allergies, male/female preference, smoker/non-smoker, year round availability etc.

Please state your age group, as some learners are more comfortable with a tutor of a particular age.

___ under 25 ___ 25-35 ___ 35-45 ___ 45-55 ___ over 55

Please answer the following questions in your own words. We will take both the information and the clarity of expression into account in assessing your suitability to become a literacy tutor.

1. Low literacy is a pervasive problem, affecting many more Canadian adults than you might think. The Adult Literacy and Life Skills Survey (Statistics Canada ALLS 2005) revealed that 42% of Canadians, aged 16-65, do not have the minimum literacy skills for coping with everyday life and work. Among that 42%, 15% score the lowest literacy levels and have serious difficulty dealing with *any* printed material. What, in your opinion, are some of the factors that have caused this situation?

2. Please explain why you are interested in becoming a tutor.

As a volunteer tutor, you may be asked to help a student with basic math skills for independence. Here is an example of the type of question you may be asked to help a student with. Please read it, and if you feel that you would be comfortable helping a student with this type of question, please go ahead and answer the question.

3. If you go to the grocery store to buy one carton of milk, two lbs. of butter and two cartons of eggs, and you pay with a \$20.00 bill, how much change will you receive? Please answer the question in a full sentence. Please do not use a calculator. Please show your calculations.

Grocery Prices: Milk \$2.79 Butter \$3.65 Eggs \$2.38

**Learning Centre for Georgina
Mission Statement**

To offer high quality training that assists individuals to improve their essential literacy and numeracy skills for workplace and personal successes.

Values

We believe in the values of Respect, Integrity and Dedication.

Statement of Confidentiality

I, the under signed, do willingly promise to hold in confidence all confidential matters and information that may come to my attention while involved with the Learning Centre for Georgina as a student, staff person or volunteer. Matters considered to be confidential include, but are not limited to: personal information; matters of litigation or potential litigation; property acquisition; personal and agency related information regarding students, volunteers and staff of LCG. I agree that any information that I gain will be used in a responsible manner, and only in relation to my responsibilities with LCG.

Signature: _____

Date: _____

Witness: _____

Waiver

In consideration of accepting this assignment, I hereby for myself, my heirs, administer and assigns waive and release any and all right and claim for damages I may have against the Learning Centre for Georgina, its Board of Directors, staff, volunteers and any association connected with it, their successors and assigns for any and all injuries by/to me during my involvement with the Learning Centre for Georgina.

Signature: _____

Date: _____

Witness: _____

Agreement

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that, if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Signature: _____

Date: _____

Witness: _____