



**Enriching Our Communities Through Volunteerism
Volunteer Maple Ridge – Pitt Meadows**

11907 228th Street
Maple Ridge, BC V2X 8G8
Telephone: 604 467 6911 Ext 211 Fax: 604 463 2988
Email: lfreitas@comservice.bc.ca

Agency Registration

New Member Renewal Date _____
mm dd yy

Agency Name _____

Address _____

Telephone _____ Ext _____ Fax _____ Email _____

Agency Contact _____

Contact Title _____

Contact Names

Coordinator of Volunteers _____

Executive Director _____

Our organization is a Registered Charity Not for Profit

Registration Number _____

Mission and Services (You can supply this information in brochure form)

Mission Statement



Maple Ridge/Pitt Meadows
COMMUNITY SERVICES

Agency Registration Form

Services

Thank you for your interest in Volunteer Maple Ridge-Pitt Meadows. We will contact you soon.

Please return your completed form in one of three ways:

By Mail: Volunteer Maple Ridge – Pitt Meadows 11907 – 228 th Street, Maple Ridge, BC V2X 8G8	Fax: 604.463.2988	Email: lfreitas@comservice.bc.ca
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Memorandum of Understanding

Volunteer Maple Ridge-Pitt Meadows adheres to Volunteer Canada's Canadian Code for Volunteer Involvement. The code helps organizations enhance their volunteer practices by outlining the values, principles, and standards for effective volunteer practices within volunteer and non-profit organizations. Volunteer Maple Ridge-Pitt Meadows Membership is open to all registered non-profits and charities that support inclusion and diversity among volunteers and in the community.

Volunteer Maple Ridge-Pitt Meadows Contribution

- Ensure that the www.comservice.bc.ca website content reflects the needs of the volunteer and non-profit community.
- Review the member agency's purpose, programs and volunteer needs.
- Provide orientation sessions on Volunteer Maple Ridge-Pitt Meadow's services to member agencies.
- Recruit and refer prospective volunteers to appropriate member agencies by telephone, website, email or interview.
- Ensure volunteer records are kept in a confidential and secure system.
- Develop campaigns to encourage the public to contact Volunteer Maple Ridge-Pitt Meadows and to raise the profile of volunteerism in Maple Ridge and Pitt Meadows.
- From member agencies and volunteers in our community, identify trends in the volunteer community.
- Provide volunteer management seminars and develop resources based on feedback from member agencies and trends in volunteer management and the non-profit community.

Signed by Volunteer Maple Ridge-Pitt Meadows

Name: _____ Signature: _____



Member Agency's Contribution

- Provide complete, up-to-date agency and volunteer posting information on www.comservice.bc.ca.
- Assign a person knowledgeable about volunteer positions to answer inquiries from potential volunteers.
- Understand the strengths of potential volunteers and help volunteers with special requirements or challenges find their place within the volunteer organization.
- Provide volunteer with an orientation to the organization's history, mission and structure.
- Ensure volunteer records are kept in a confidential and secure system.
- Provide volunteers with adequate training for performing their assignment without putting themselves or others at risk. Understand that volunteers will not be recruited to replace paid staff during a labour dispute.
- Provide volunteers with written position descriptions outlining their duties, responsibilities, skills needed and assign a supervisor.
- Maintain an ongoing dialogue with volunteers and periodically review volunteer assignments to ensure the relevance, value and recognition of volunteer contributions.
- Provide ongoing feedback and suggestions to help Volunteer Maple Ridge-Pitt Meadows continue to serve the needs of the volunteer community.
- Aspire to the adoption of values, guiding principles and organizational standards of the Canadian code for Volunteer involvement.
- Contact volunteers requesting information in a timely matter.
- Respect the confidentiality of each volunteer.
- Update as needed the member contact information and volunteer postings.
- Ensure that volunteers will not displace paid workers.
- Highly recommend agencies carry general liability insurance and Directors' Liability Insurance.

Agency Contact: _____ Date: _____

Organization: _____ Signature: _____