



## Agency Membership Package

### About the Volunteer Centre of Guelph/Wellington

#### Our Mission

To strengthen our communities through volunteerism and access to community information.

#### Goal

To attract, register and train volunteers and facilitate their participation in volunteer opportunities through community organizations from all sectors in Guelph and Wellington.

#### Objectives

- \* To establish and maintain relationships with community organizations, groups, individuals and businesses which use volunteers or are interested in volunteerism
- \* To provide volunteer services throughout Guelph and Wellington County
- \* To identify and recruit potential volunteers
- \* To link volunteers with volunteer opportunities
- \* To develop and provide programs, resources, learning and training opportunities for volunteers and organizations to increase their capacity to manage their volunteer activities
- \* To increase awareness and recognize the importance of volunteers and volunteerism and partner with community organizations to promote volunteerism throughout the service area

The Volunteer Centre works with other organizations whose mandate is to promote and support volunteerism as a member of Volunteer Canada, the Ontario Volunteer Centre Network, Imagine Canada and PAVR-O. The Volunteer Centre is a member of the Chamber of Commerce. Through Community Information Guelph, we are a part of the Community Information Online Consortium, Inform Ontario and Inform Canada.



## Membership Services

The Volunteer Centre's member organizations benefit from the following services:

### **Volunteer recruitment and referral**

Member organizations can advertise an unlimited number of volunteer opportunities through the Volunteer Centre. Submitted volunteer position descriptions are advertised through:

- An interactive, searchable database on our web site
- Postings displayed in our office, where potential volunteers can browse through binders of volunteer opportunities
- A weekly summary of new volunteer opportunities sent to local media outlets, corporate contacts and organizations

### **Training and development resources and opportunities**

The Volunteer Centre meets its member's needs for training and resources by offering the following services:

- Workshops and seminars, held monthly from September to May, on topics related to volunteer management (discounted rates for member organizations)
- Individual consultation about volunteer management
- Individual consultation and/or customized training with our Manager of Training and Consultation
- A resource library of over 500 books and articles which can be used on-site or borrowed for up to two weeks. The Volunteer Centre is also part of Imagine Canada's Nonprofit Library Commons and, through this partnership, provides leading-edge resources through the on-site library as well as online
- A print newsletter published three times annually to update members about news at the Volunteer Centre as well as to share best practices and information related to volunteer management

### **Opportunities to promote your organization and services**

The Volunteer Centre provides several venues through which member organizations can communicate and network with potential volunteers, clients and other non-profits, including:

- A volunteer fair for high school students, where member organizations can set up their own booths
- A street-front bulletin board in our office, which can be used to advertise upcoming events and activities
- Our monthly electronic MemberLINK newsletter, which can be used to share news and information with other local nonprofit organizations.

- Member agencies can recognize their most devoted volunteers by nominating them to be profiled in our newsletter or through our Snap Guelph Volunteer of the Month Program
- Our website features a members' event listing and job posting area



## Agency Membership Criteria

To become a member of the Volunteer Centre of Guelph/Wellington you must meet the following criteria:

- Be a registered not-for-profit and/or charitable organization serving the Guelph/Wellington community
- Be actively involved in utilizing volunteers to deliver services to the community
- Have a person (paid or unpaid) designated to coordinate and correspond with the Volunteer Centre
- Governed by a Volunteer Board of Directors

### The member agency agrees to:

- Meet with the Volunteer Centre of Guelph/Wellington staff for orientation to our services when becoming a member
- screen recruited volunteers as per your agency's policies
- Provide orientation, training, ongoing support and supervision to volunteers as necessary
- Follow up contact with people who have received a referral from the Volunteer Centre of Guelph/Wellington, even if the placement will not be immediate
- Submit clear and concise volunteer position descriptions electronically to the Volunteer Centre when you need volunteers
- Inform the Volunteer Centre of Guelph/Wellington if the position has been filled or if volunteers are no longer required
- Notify the Volunteer Centre of Guelph/Wellington of any change in name, contact information or person responsible for volunteers

**Membership applications are welcome throughout the year. All membership applications are approved by the Executive Director and the Manager of Membership & Volunteer Services. You will be contacted directly upon approval and forwarded a pro-rated membership fee invoice specific to your agency for the current year. Service will commence upon receipt of this fee. Yearly membership fees are due each April.**

Organizations must have purchased their membership a minimum of 30 days prior to the Annual General Meeting to be allowed voting privileges at that meeting. Each organization is entitled to one membership vote.

The Volunteer Centre of Guelph/Wellington reserves the right to terminate any membership where the agency fails to comply with the above criteria.



### Agency Membership Application

#### **CONTACT INFORMATION**

Application Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Manager of Volunteers: \_\_\_\_\_ Email: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_

Executive Director/Equivalent: \_\_\_\_\_ Email: \_\_\_\_\_

Board Chair: \_\_\_\_\_ Email: \_\_\_\_\_

#### **PROGRAM OVERVIEW**

Individual Responsible for Volunteers:  Paid  Unpaid/Volunteer  
 Full Time  Part Time

Number of Paid Staff: \_\_\_\_\_ Approximate Number of Volunteers: \_\_\_\_\_

Sector:  Arts/Culture  Sports/Recreation  Social Services  Faith  Health

Serving:  City of Guelph &/or  Wellington County  Other \_\_\_\_\_

Not-for-Profit  Charitable Registration #: \_\_\_\_\_

\* Please attach: a. Mission Statement b. List of services volunteers provide

*I have read the Agency Membership Package and agree to the expectations set forth within the Agency Membership Agreement.*

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

#### **Agency Membership Fee: \$150.00 due annually in April**

Quarterly Pricing Applies to New Members Only\*:

April – June	\$150.00
July – September	\$120.00
October – December	\$ 90.00
January – March	\$ 60.00

\*Based on Application Date

Please complete this form & return to Volunteer Centre with payment (cash or cheque only):

46 Cork Street East, Unit 1

Guelph ON N1H 2W8

Tele: 519-822-0912 or 1-866-693-3318