



VOLUNTEER APPLICATION CHECKLIST

Welcome to Youth Unlimited! We are so excited that you have chosen to become a member of our team as a volunteer. Volunteers are the backbone of the programs we run in the Edmonton area, and are one of our greatest assets. It is because of people like you and your willingness to give of yourself that we are able to reach out to hundreds of teens every year.

In order to complete your volunteer application process, please ensure you have read, signed and submitted all of the items included on the following checklist:

Name of Applicant

- VOLUNTEER APPLICATION FORM**
-Completed in full, signed and dated. (Pages 3-8)
- PROFESSIONAL CONDUCT WITH YOUNG PEOPLE POLICY**
-Signed and dated. (Page 9)
- YOUTH UNLIMITED COMMUNITY COMMITMENTS**
-Signing of this document is optional. Required for any mentoring position within YU.
-Signed and dated. (Pages 11-12)
- YOUTH UNLIMITED STATEMENT OF FAITH**
-Signing of this document is optional. Required for any mentoring position within YU.
-Signed and dated. (Page 13)
- VOLUNTEER POLICE INFORMATION CHECK**
-Vulnerable Sector Check must be included.
-Volunteer information checks can be obtained at the Edmonton Police Information Check station, located at #108, 14315-118 Avenue Nexus Business Park.
-Visit: <http://www.edmontonpolice.ca/communitypolicing/operationalservices/policeinformationcheck.aspx> for more information. See next page for info on what to bring when obtaining a volunteer check.
-Once accepted as a volunteer with YUE, you may be reimbursed for the cost of the police check.

Please submit your completed Volunteer Application Package in person to any YU staff, or via e-mail to admin@yuedmonton.com

Upon successful completion and submission of the Volunteer Application Package, you will be contacted to discuss your volunteer placement!

Please make sure you bring the following items with you when obtaining a Police Information Check:

2 PIECES OF IDENTIFICATION:

ONE of the following must be Photo ID:

ALBERTA MOTOR REGISTRIES ID (Driver's Licenses or Identification Card)
CNIB ID CARD
BIRTH CERTIFICATE
INDIAN STATUS CARD/METIS STATUS CARD
PASSPORT
IMMIGRATION PAPERS
CITIZENSHIP CARD
PERMANENT RESIDENCE CARD
FIREARMS ACQUISITION CARD
NATIONAL DEFENSE CARD
WIN CARD
AISH
CANADIAN BLOOD SERVICES
PROVINCIAL HEALTH CARE CARD with full name (not initials)
SOCIAL INSURANCE NUMBER (SIN) card

PLEASE NOTE : If acceptable identification is not provided applicants will be fingerprinted to verify identification.



VOLUNTEER APPLICATION FORM

1. VOLUNTEER DISCLOSURE STATEMENT:

Edmonton Youth for Christ and its division Youth Unlimited, hereafter referred to as YFCED, thanks you for volunteering your time to assist the youth in the Edmonton area in learning and growing personally. In order to best serve the young people we work with, YFCED has devised a procedure under the Risk Management Policy whereby all volunteers are required to complete the **Volunteer Application Form**. The intent of this procedure is to ensure the protection of our volunteers and our youth. Please be assured that maximum confidentiality will be maintained. Your cooperation is greatly appreciated.

2. APPLICATION:

First Name: _____ Middle Initial: ____ Last Name: _____

Previous Last Name (if applicable): _____ Gender M / F

Do you have/had any other names or alias' ? (circle) Yes or No:

If yes please list: _____

Address: _____

City: _____, Province: _____ PC _____

Phone Numbers (H) _____ (W) _____ (C) _____

Email address: _____ Driver's License #: _____

Number of years involved in youth work: _____

Does your job require a criminal record check (Y / N).

YFCED requires a copy of a current criminal record check (within the last 12 months). If you are accepted as a volunteer you will have to complete Volunteer Police Information Check Info Form. This is a free service provided by Youth Unlimited Edmonton.

PERSONAL INTERESTS, SKILLS & ABILITIES:

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

Do you have any past experience with Youth Unlimited, or other youth programs? If yes, please describe your participation, role, etc.

What strengths, skills or talents do you possess that will help you make a positive impact on the lives of youth in YFC programs?

Have you visited our website? (yuedmonton.com) If so, what program would you like to participate in? Why?

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

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

Please see our website for our Mission and Vision Statement. Do these statements reflect the kinds of values you have in working youth work?

Because we are a faith-based organization, we would appreciate an understanding of where you are at in your spiritual journey? (This is an optional question)

EMPLOYMENT AND/OR EDUCATION:

IF YOU ARE CURRENTLY EMPLOYED, PLEASE COMPLETE SECTION A. IF YOU CURRENTLY ATTENDING SCHOOL, PLEASE COMPLETE SECTION B.

Section A:

Present Employer: _____ Position: _____

Status: Part-Time Full-Time Supervisor's Name: _____

Employer's Phone Number: _____ May we contact your employer? (circle) Yes No

Main Responsibilities: _____

Section B: Present School: _____

Highest Degree/Diploma/Certificate Obtained: _____

List two (2) references other than relatives or personal friends.

Name: _____ Phone Number: _____

Relationship: _____

Name: _____ Phone Number: _____

Relationship: _____

Confidential Information

In order to provide a safe and secure environment for our Children and Youth, we believe it is necessary to include the following questions as part of our application process. All information will be kept confidential by organization leadership and the Volunteer Screening Team. (Police may access this information, under warrant, if requested.) Answering yes to any of the questions may not necessarily preclude your involvement in program. Thank you in advance for your understanding.

1. Are there any circumstances involving your lifestyle or background that would call into question your ability to work with Children, Youth and Vulnerable Adults? (e.g. pornography, use of illegal substances, etc.) Yes No
2. Have you ever been accused of impropriety with Children, Youth and Vulnerable Adults? Yes No
3. Have you ever been convicted for the use or sale of illegal drugs? Yes No
4. Have you ever been through treatment for alcohol or substance abuse? Yes No
5. Have you ever been convicted of a criminal offense (excluding minor traffic violations)? Yes No
6. Have you ever been arrested or convicted for any abuse related crimes? Yes No
7. Have you been investigated by the Child Welfare Agency for suspected child abuse? Yes No
8. Have you ever been the subject of a civil lawsuit involving sexual harassment or other immoral behaviour or conduct involving Children, Youth or Vulnerable Adults? Yes No
9. Have you ever been the subject of any disciplinary action, transfer or dismissal, or been named as a defendant in a civil or criminal lawsuit as a result of an accident or mishap involving Children, Youth and Vulnerable Adults? Yes No
10. Have you ever been subjected to expulsion, reprimand, or other discipline by a organization, denomination or other Youth Unlimited Chapters? Yes No
11. Have you ever been the subject of any disciplinary action (including discharge) or investigation by a organization, religious or other Youth Unlimited Chapter, or by an employer? Yes No
12. Do you have any health concerns of which we should be aware? (e.g. medical, psychiatric) Yes No

If you have answered yes to any of the above questions, please explain.

References

Please provide the names of three individuals, excluding relatives, who could provide a reference for you. Include at least one reference from outside the organization.

1. Name of Reference _____ Phone Number _____

Address _____

Nature of Relationship _____

2. Name of Reference _____ Phone Number _____

Address _____

Nature of Relationship _____

3. Name of Reference _____ Phone Number _____

Address _____

Nature of Relationship _____

Release of Information and Declaration of Intent

I hereby give Youth Unlimited Edmonton permission to contact the persons named as references to ascertain my suitability for volunteer program. I release all such references from liability for any damage that may result from furnishing such evaluations to you.

I give Youth Unlimited Edmonton consent to verify the information provided herein and to contact the references listed. I waive any right to confidentiality and of any right to pursue damages against Youth Unlimited Edmonton for losses caused by the reference's response.

I also grant my permission for Youth Unlimited Edmonton to perform a police records check, for purposes of my protection against any false allegations and for the protection of those I serve. I consent to such an investigation with the understanding that the results will be kept in strict confidence. I agree to adhere to the protection policies as adopted by this Youth Unlimited Edmonton.

I understand that if my character or morals are deemed by Youth Unlimited Edmonton leadership to be inappropriate and/or criminal at any time during my volunteer service, Youth Unlimited Edmonton will be entitled to terminate my assistance without express cause or prior notice regardless of any other oral or written statement by Youth Unlimited Edmonton prior to, at, or following the date of volunteer service.

I understand that Youth Unlimited Edmonton is responsible for the welfare of any person or persons entrusted to my care. I will cooperate fully with the staff in the fulfillment of my duties and will keep all information I encounter, in my role as a volunteer, confidential. If at any time I find that for any reason I am unable to support the policies, procedures or doctrine of Youth Unlimited Edmonton, I will gracefully and quietly resign my volunteer position. If my supervisors find that I am in conflict with any of the policies, procedures or doctrines and we are not able to resolve the issue, I will gracefully and quietly agree to resign my volunteer position.

I hereby acknowledge that, to the best of my knowledge, the information contained in this application for volunteer program is true and correct. I accept and agree to adhere to the Statement of Faith of Youth Unlimited Edmonton.

Confidentiality: I understand that I will obtain or have access to sensitive and confidential information in my role as a volunteer with Youth Unlimited Edmonton. That confidential information may include, without restriction, personal information regarding employees, volunteers, members, attendees, supporters or persons assisted by Youth Unlimited Edmonton including information in relation to donations, personal or family matters, or obtained from background screening of prospective employees or volunteers. I agree to maintain strict confidentiality of all such confidential information and I will not disclose such information to anyone (including to employees, volunteers, members, attendees, supporters, persons assisted, or my spouse or family members) except authorized representatives of Youth Unlimited Edmonton who need to know such information or as required by law. I understand and agree that confidentiality is very important in my role and critical to the effective functioning of Youth Unlimited Edmonton. If I become aware that any confidential information was improperly disclosed, I will immediately advise the Director of Operations of Youth Unlimited Edmonton.

Signature of Applicant _____

Printed Name _____ Date _____

Signature of Witness _____

Printed Name _____ Date _____

Information received is confidential and is being gathered for the purposes of screening Program Personnel and placing them into program with Children, Youth and Vulnerable Adults. The information gathered here will be used for the purposes of supporting the ministries at Youth Unlimited Edmonton.



PROFESSIONAL CONDUCT WITH YOUNG PEOPLE POLICY

Youth Unlimited/Youth for Christ Edmonton (YFCED) believes in absolute professional propriety with regard to its work with young people. As such all the following policies are mandatory for YFCED 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 YFCED volunteer will be permitted to be alone with a youth at any time, unless receiving prior consent from their supervisor.

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

-No staff member or volunteer should have any young person connected with the work of YFCED 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 YFCED volunteer is to stay overnight alone with any such young person.

-It is recognized that private conversations are sometimes a necessary part of youth work. These conversations will be conducted in a public building or public place where both youth and leader are visible to others. [YFCED drop in centres, restaurants, etc.],

-YFCED is under legal obligations with respect to the knowledge it or its officers possesses regarding young people under the age of 18. As such the relevant authorities will always be contacted immediately, should YFCED come into any knowledge regarding abuse, self-harm, suicide, underage runaways or illegal activities of any form. All supervisors should make sure all staff and volunteers are aware of the correct procedures for doing this.

-All YFCED staff and volunteers must submit to criminal record checks. Copies of all checks must be submitted to the YFCED head offices for HR purposes.

Signed and agreed by: _____ Date _____

Print Name: _____



COMMUNITY COMMITMENTS

Youth Unlimited/Youth for Christ (YU/YFC) is a community of Christians who, because of our experience of God's grace and the tenets of our faith, are committed to showing the love of Christ through helping young people in Canada attain their full life potential, demonstrating our love and care for their whole person and encouraging them to serve God as fully devoted followers of Jesus Christ. We cannot do this if we ourselves are not following Christ. Therefore YU staff members and ministry volunteers must hold the Christian beliefs held by YU based on YU's understanding of the Bible and commit to remain faithful to Christ in our daily conduct – both inside and outside of working hours.

Please read this Community Commitments document and sign where indicated below to confirm that you hold the beliefs and make the commitments set out in this document.

Relationship with God: We are committed to nurturing a deep personal relationship with the triune God, Father, Son and Holy Spirit as a consistent, continuing priority.

Personal Wholeness: We believe in the importance of whole person wellbeing: spiritual, physical, psychological, mental and emotional. We are committed to fostering personal wellbeing that sustains ongoing effective ministry and life.

Godliness: We are committed to a maturing disposition, attitude and speech exemplified in our daily lifestyle that is characterized by the fruit of the Spirit and godliness, such as: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control, mercy, humility, thankfulness, purity, seeking and granting forgiveness, and truthfulness in all dealings.

Family: We believe and accept the Biblical instruction regarding the sacred trust of marriage and family. Therefore, we are committed to the priority of marriage, parental and immediate family relationships.

Respectful Treatment: We believe that every person is made in the image of God and is to be treated with respect and dignity, and we commit to loving others as God loves us.

Speech: We are committed to speech and action that reflect purity, helpfulness and encouragement. Recognizing that YU participants may have varying opinions as to what language or actions are offensive, we strive to use discernment and sensitivity. We prohibit the use of God's name in a way that dishonors his holiness.

Faith Community: As members of the body of Christ, we are committed to consistently participating with our physical presence and active engagement in a local Christian body of believers or church, beyond the work team of YU.

Stewardship: As stewards of God's creation and recipients of His material and financial blessings, we are committed to responsible stewardship and generosity.

Discernment: Consistent with Biblical principles and teachings, we are committed to careful discernment, integrity and godly discretion in such areas as entertainment, media, social networking, personal online accounts and electronic communications.

Sexual Relations: Recognizing sexuality as a gift from God, we are committed to the purity and sanctity of sexual relations within marriage which we believe is a committed union between one man and one woman which is created and consecrated in a public ceremony with vows to God and each other. We believe that all sexual activity outside of such marriage is against God's will for our lives. We also agree to abstain from impure practises such as sexually provocative dress or behaviour and/or the use of pornography in any form.

Unborn Life: We believe that God creates each human being in his image and that life begins at conception. Therefore, we uphold the sanctity of all life, including that of the unborn.

Addictions: In recognition that our bodies are God's temple, we commit to keeping our minds and bodies free from the control or influence of substances or activities that would cause our behaviour and/or thinking to be out of personal control and would cause impaired judgement and behaviours, for example by being under the influence of drugs or alcohol. We also recognize certain activities could become addictive and cause questionable judgement and we do not want any such to have ungodly control over us or damage our long-term wellbeing.

Occultism: We believe and embrace the Biblical teaching about [1] accessing supernatural power and knowledge only through the triune God, and [2] prohibiting occultic practices such as witchcraft, astrology, and Satanism.

Promoting Otherwise: In keeping with our Community Commitments, we commit to not intentionally disrespect or misrepresent other people's beliefs and practices who do not agree with us. At the same time, we commit to refrain from promoting or implying acceptance of beliefs or practices incompatible with the YU Statement of Faith and these Community Commitments.

Encouraging Commitments: We are committed to encouraging, supporting and challenging one another to honour and pursue these Community Commitments. If any staff member or ministry volunteer violates these commitments, ceases to hold any of these beliefs, or demonstrates an unwillingness to keep these commitments, he or she should advise his or her Executive Director. Whenever possible, pastoral counselling will be offered prior to disciplinary measures. The desired outcome is for the staff member or volunteer to return to a consistent pursuit of the Community Commitments. However, if the desired result is not attained, the staff member's employment or volunteer's relationship may be ended.

Signed and agreed by: _____ Date _____

Print Name: _____



STATEMENT OF FAITH

The following Statement of Faith is **not** necessary to be considered for volunteer work with YU, but allows us to know how you align with YU from a spiritual perspective. We are a holistic organization and as such are interested in knowing how each of our staff fit with these concepts. You are not obligated to sign this Statement.

I also wholeheartedly subscribe to the YFC Statement of Faith listed below:

1. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
2. We believe the Bible to be the inspired, the only infallible and authoritative Word of God.
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, 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 the salvation of lost and sinful people is by the grace of God through faith and the shed blood of the Lord Jesus Christ and that 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 lost: they that 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.

Signed and agreed by: _____ Date _____

Print Name: _____