

# AUTISM SOCIETY OF THE RMWB

21-10019 MACDONALD AVE, FORT MCMURRAY, AB T9H 1S9  
PHONE:587-452-9334



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## VOLUNTEER AGREEMENT

<b>First:</b>
<b>Last:</b>
<b>Address:</b>
<b>City/Town:</b>
<b>Province:</b>
<b>Postal Code:</b>
<b>Phone Number:</b>
<b>E-mail Address:</b>

This Volunteer Agreement is a description of the arrangement between us, Autism Society of the RMWB and you (\_\_\_\_\_) in relation to your volunteer work. The intention of this agreement is to assure you that we appreciate your volunteering with us and to indicate our commitment to do the best we can to make your volunteer experience with us a positive and rewarding one.

We, Autism Society of the RMWB accept the voluntary service of \_\_\_\_\_.

We commit to the following:

### 1. Induction and training

- To provide thorough induction on the work of Autism Society of the RMWB, its staff, your volunteering role and the training necessary to assist you in meeting the responsibilities of your volunteering role,

## 2. Supervision, support and flexibility

- To define appropriate standards of our services, to communicate them to you, and to encourage and support you to achieve and maintain them as part of your volunteer work.
- To provide a personal support from the board who will meet with you at our monthly meeting to discuss your volunteering and any associated problems.
- To do our best to help you develop your volunteering role with us and to be flexible in how we use your volunteering.
- A written position description so you understand your role and the tasks you are authorized to perform.
- Provide you direction from the Board of Directors.

## 3. EXPENSES

- To reimburse the following expenses incurred by you in doing your volunteer work in accordance with the policies and procedures manual set out:
- To reimbursement for your reasonable expenses so you are not out-of-pocket as a result of volunteering for us.
- Reimbursement for meals not provided during the course of travel out of town is based on the following rates (Federal Government Policy):

Breakfast	\$11.00
Lunch	\$12.00
Dinner	\$27.00

Reimbursement for alcoholic beverages is not permitted.
- We will provide any Special clothing, if you have purchased items we will reimburse you;
- Personal auto use is reimbursed at \$0.59/km. Log book must be kept and submitted monthly for reimbursement.

## 4. Health and safety

- To provide adequate training and feedback in support of our health and safety policy, a copy of which is provided.
- To notify your supervisor or another member of staff of any health and safety issues or potentially hazardous situations that may pose a risk to you or others and report any accidents or incidents relating to staff, volunteers, or the workplace.

## **5. Insurance**

- To provide adequate insurance coverage for volunteers while undertaking volunteer work approved and authorized by us.

## **6. Equal opportunities**

- To ensure that all volunteers are dealt with in accordance with our equal opportunities policy, a copy of which is set out in the Policy and Procedures Manual.

## **7. Problems**

- To endeavor to resolve in a fair and just manner any problems, grievances or difficulties which; may be encountered while you volunteer with us.
- In the event of an unresolved problem, to offer an opportunity to discuss the issues in accordance with the procedures set out in the Policies and Procedures Manual.

I, \_\_\_\_\_ agree to be a volunteer with Autism Society of the RMWB and commit to the following:

1. To help Autism Society of the RMWB fulfil its Mission Statement, Values and Vision.
2. To perform my volunteering role to the best of my ability
3. To adhere to the organization's rules, procedures and standards, including health and safety procedures and its equal opportunities policy in relation to its staff, volunteers and clients.
4. To maintain the confidential information of the organization and of its clients.
5. To meet the time commitments and standards undertaken, other than in exceptional circumstances, and provide reasonable notice so that alternative arrangement can be made.
6. To provide references, who may be contacted, and to agree to a police check, vulnerable sector, and child welfare clearance.
7. To behave appropriately and courteously to all staff, clients and the public in the course of your role.
8. To use any property or equipment given to you in your role safely and only for purpose of the role and return it to the organization when you finish your volunteer role.
9. To comply with the law at all times.

## 8. Contact person

Your contact person at Autism Society of the RMWB will be Corinna Pitzel-O’Hanley (780-838-6384). If you have any questions or concerns about your role, your health and safety, or if there is any assistance you need to help you undertake your role, please contact as soon as possible.

## 10. Intellectual Property

- All volunteers at Autism Society of the RMWB agree to transfer all intellectual property rights and interests (including copyright) in any ideas or materials they create relating to their provision of volunteer services at Autism Society of the RMWB.
  - Volunteers are taken to consent to Autism Society of the RMWB use of such creations in a manner reasonably contemplated by the voluntary services provided under this document. As a volunteer you also agree not to bring any claim for infringement of your moral rights in respect of that use.
- YES, I agree with Autism Society of the RMWB Sharing my information with Alberta Gaming and Liquor Commissions.

### \* Autism Society of the RMWB Bylaws

- YES, I have read the Autism Society of the RMWB Bylaws (located on <https://autismrmwb.org/our-beliefs/>) and are 18 years of age.

### VISION:

A region where Autistic individuals and all those living with a disability, are valued and are participating members of the community. A region that recognizes that all citizens have the right to live, work, and play.

### GUIDING PRINCIPLES:

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- Support an inclusive community by respecting all people, valuing diversity and a commitment to equality.
- Promoting education and acceptance around Autism to create understanding and inclusive community.
- Empowering Autistic individuals and those with disabilities to achieve their goals.
- Inspiring optimism in the community.
- Provide an emotionally safe and supportive environment.

### MISSION STATEMENT:

We are committed to creating an inclusive community through programming, supports, and understanding for Autistic individuals in our region, and all those living with a disability and their families across the lifespan.

### \* Autism Society of the RMWB Values, Vision and Mission

- YES, I agree with Autism Society of the RMWB Values, Vision and Mission.

**Agreed to:** .....

**Name:** .....

**Date:** .....

**Agreed to:** .....

**Volunteer Coordinator**

**On behalf of Autism Society of the RMWB**

**Date:** .....



*"CONNECTING THE PIECES OF OUR COMMUNITY"*