



# MEMBERSHIP 2018-19

VOLUNTEER ACTION CENTRE

Now serving all of Waterloo Region!

500-151 Frederick Street  
Kitchener, ON N2H 2M2  
519-742-8610

dianne@volunteerkw.ca  
facebook.com/volunteerWR  
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[volunteerWR.ca](http://volunteerWR.ca)



**United Way**  
Waterloo Region  
Communities

# MEMBERSHIP INVITATION

## Volunteer Action Centre

[volunteerWR.ca](http://volunteerWR.ca)

The Volunteer Action Centre, in partnership with United Way Waterloo Region Communities, provides volunteer engagement services to local charitable and nonprofit organizations across Waterloo Region.

As a registered charity and a leader in volunteer sector development, the Volunteer Action Centre leads the delivery of services, promote volunteerism, and supports the success for our member organizations.

**MISSION:** to build and develop community capacity for volunteerism.

**VISION:** community where everyone is inspired and equipped to make a difference.

**VALUES:** encouraging involvement, learning and growth, working collaboratively, inclusivity, and accountability. These are the foundation for our programs, services, and partnerships.

### MEMBERSHIP BENEFITS

1. Recruitment and Referral—[online Member Portal](#)
2. Training and Consultations
3. Recognition—events and media partners

**Annual Full Membership—\$200 (includes Network Meetings)** The membership year runs from April 1, 2018 until March 31, 2019. Please complete the attached Membership Agreement (page 6) and submit it with your annual membership payment.

**Special Event Membership—\$100**

For special event volunteer recruitment —this discounted “special event” fee is available to members one time only.

# Membership Benefits

## Recruitment and Referral

- **Member Portal:** Member organizations have full access to post and edit volunteer positions on [volunteerWR.ca](http://volunteerWR.ca). Links to your website, email, and applications are accessible via these online postings. Statistics are available on the number of views for each online position listing
- Via this portal you may also easily share your positions with multiple volunteer recruitment databases within our Region and across Canada.
- **Media & Social Media:** Access to additional promotion of priority volunteer positions can be arranged over the year via our local print and radio media partners. Priority volunteer positions are listed on VAC's website and distributed to media, business and education-related contacts. These recruitment ads are also shared on social media channels such as Facebook, Twitter and our ever-growing e-newsletter lists.
  - **Recruitment Ads:** Each member organization receives **2** in the Wednesday edition of the Waterloo Region Record in the You Can Help column. Some positions may be featured on a weekly segment on CKWR 98.5 and monthly on Rogers Radio Group. (reduced for Special Events)
  - **Special Advertising Inserts** are available during National Volunteer Week and Christmas Season with The Record and ALL local papers. Additional inserts offered for the Cambridge Times in September.
- **Public Presentations:** Organizations will be promoted to audiences that include students, new Canadians, business professionals, and other groups, as well with individual appointments. Member organizations are welcome to participate in events such as volunteer fairs.
- **Youth Volunteering:** Positions appropriate for youth (13 and up) are featured on [volunteerWR.ca/youth](http://volunteerWR.ca/youth) and promotional materials are distributed to both youth, educators, and other youth-engaging partners in print, digitally and at community outreach events.
- **Group Volunteering:** Facilitation of group volunteering is offered by staff at United Way Waterloo Region Communities to provide extra exposure to businesses or corporations.

# Membership Benefits

## Training and Consultation

- **Volunteer Services Guides**—designed by VAC:
  - Volunteer Administration Foundations Guide—a starter guide.
  - Volunteer Management Handbook
  - Volunteer Readiness for Newcomers.
  - Make Team Volunteering Your Business
- **Canadian Code for Volunteer Involvement:** It is our joint responsibility as charitable nonprofit organizations to adhere to the best practices of volunteer management set out in the *Canadian Code for Volunteer Involvement* and continue to learn from local and provincial volunteer professional associations.
- **Professional Development:** Workshops and learning events are offered to Members at discounted rates. Topics include: volunteer management, board governance and leadership, and organizational systems and wellness. For more details visit Waterloo Wellington Learning Alliance—visit [wwla.ca](http://wwla.ca)
- **Consultation:** Staff expertise and advice is given as needed up to three hours per year. Access to local expertise also referred.
- **Good Practices Bank:** A searchable database of volunteer management and engagement resources populated with submissions from member organizations. Volunteer managers are strongly encouraged to share their tools to expand the resources available with their peers.
- **Networking Events:** VAC facilitates two networks on scheduled times and dates several times each year—invitations sent by email for members.
  - Executive Directors Network
  - Volunteer Managers Network / Association of Volunteer Administrators

# Membership Benefits

## Recognition

- **Volunteer Impact Awards:** organizations are invited to submit nominations for the annual recognition event to recognize and celebrate the outstanding contributions made by volunteers, local organizations and businesses.
- **National Volunteer Week:** Recognition resources include: posters, certificates, cards, bookmarks and other volunteer recognition materials are created to support volunteer managers in their volunteer celebration activities.
- **Youth Engagement:** Creating liaisons with local high school and post secondary students through promotions (Youth Updates) and programming ([Empowering Proactive Youth in Communities - EPYC](#)) and can receive additional promotional support for youth-friendly volunteer positions.
- **Community Development:** Providing opportunities for members to participate in ad hoc focus groups and forums related to new services, studies, and trends in volunteer involvement and community engagement. Representing volunteerism on behalf of our members at municipal, regional, provincial and national planning tables.
- **Volunteer Manager News:** Current news, events, announcements, and upcoming professional development specific to volunteer managers.
- **“Weekly Updates”:** Circulated to all interested community members including individuals, employment services, educational institutions and businesses. Members can submit event and employment information to be featured in the Volunteer Manager newsletter, as well as—when suitable—our Weekly Updates and Youth newsletter.
- **Corporate Involvement: United Way Waterloo Region Communities** will support businesses and corporations with connections to member organizations and their volunteer needs. [Contact—CGenys@uwaywrc.ca](mailto:CGenys@uwaywrc.ca) \*

### UNITED WAY WATERLOO REGION COMMUNITIES

50 Sportsworld Crossing Rd (East Building)

Suite 220, Kitchener, ON N2P 0A4.

Phone: 519-621-1030 or 519-888-6100

Office Hours: M - F, 8:30am to 4:30pm

Parking is free.



# MEMBERSHIP AGREEMENT

Membership year: April 1, 2018 to March 31, 2019  
Current Members can RENEW via the Member Portal

Organization Name:  
Mailing Address:  
City and Province: Postal Code:  
Phone: Fax:  
Website:  
Charitable/Not-for-Profit Registration #:

Volunteer Contact:  
Email:  
Executive Director:  
Email:

**As a member, I agree to:**

- Follow best practices of volunteer management, including guidelines set out in the *Canadian Code for Volunteer Involvement*;
- Keep volunteer position postings current in plain language;
- Notify the Volunteer Action Centre of any contact information changes in my organization.
- Extend courtesy to prospective volunteers by contacting them in a timely and respectful manner, even if their placement will not be immediate;
- Refer prospective volunteers to the Volunteer Action Centre if a placement within my organization is not possible;
- Consult with VAC staff for service orientation if desired.

**Authorized Signature:**

**Date:**

\_\_\_\_\_ **Full Membership \$200**  
\_\_\_\_\_ **Special Event \$100 (upon approval)**

**Please complete MEMBERSHIP AGREEMENT and forward payment to**

Volunteer Action Centre, 151 Frederick Street, Suite 500,  
Kitchener, ON N2H 2M2  
Attn: Dianne Boston-Nyp, [dianne@volunteerkw.ca](mailto:dianne@volunteerkw.ca)  
P 519-742-8610 | F 519-742-0559

Credit Card Payments can be made by phone.  
Cheques payable to "Volunteer Action Centre".  
Receipts will be emailed upon payment.

<b>For office Use ONLY</b>
___ Invoice Tracking Form
___ Updated Member Portal
___ Receipt Complete
<b>Payment Type:</b>
___ Cheque
___ Credit card