

JohnHoward

THE JOHN HOWARD SOCIETY OF BRANDON INC.

153 8th Street, Brandon, MB R7A 3W9
Ph: (204) 727-1696 Fax: (204) 728-4344

“Seeking Restorative Solutions to Crime”.

VOLUNTEER APPLICATION PROCESS: (Applicant)

- Initial Contact:** Please contact Dayna Budinski, Volunteer Coordinator
204-727-1696 ext. 5 or dbudinski@brandonjohnhoward.ca
 - Discuss applicant's general interest, provide basic information on JHS
 - Provide volunteer application (1 page) if applications currently being accepted
- Application Submitted in order to save seat at Orientation**
- Orientation**
- Formal Interview scheduled**
- Formal Interview Completed**
 - Potential placements/ interested duties discussed
 - **Criminal Record/Vulnerable Sector (CRC/VS), Adult Abuse Registry (AAR) and Child Abuse Registry (CAR) forms explained:**
 - **CRC/VS - Applicant contacts Police/RCMP. Brandon Police Service cost of \$13.00 + Tax (non-profit volunteer fee) will be reimbursed after official receipt is submitted to Volunteer Coordinator, OR, JHS can provide letter to Applicant to take to Brandon Police Service, advising BPS to bill us for the \$13.00 + Tax. Use of an Online business providing Criminal Record checks is not acceptable.**
 - **AAR - JHS provides form. Volunteer fills in and returns form to JHS. Must provide two pieces of ID to copy and verify. We send away. No cost to applicant.**
 - **CAR- JHS provides form. Volunteer fills in and returns form to JHS. Must provide two pieces of ID to copy and verify. We send away. No cost to applicant.**
 - References to be provided by applicant
 - No issues/ concerns identified
- VS, AAR and CAR checks received**
 - No issues/ concerns identified
- Reference Checks completed**
 - No issues/ concerns identified
- Volunteer Placement offered**
 - **Volunteer Agreement and Confidentiality forms signed**
 - **National Risk Management Policies for Staff & Volunteers read and signed**
 - Job description, timesheet, Copy of Volunteer Policy, and any other relevant information provided to volunteer (paper copy)
- Training provided (based on job description)**

Sept 2021

