



Box 8071
Canmore, AB T1W 2T8
(403) 678-9488
email: bowvalleyfoodbank@telus.net

Dear Applicant:

Thank you for choosing to volunteer at the Bow Valley Food Bank. Our volunteers are integral to the successful operation of the Food Bank.

The Bow Valley Food Bank provides emergency food assistance to individuals and families experiencing a financial crisis and who are unable to purchase food. We provide assistance to families residing in the Bow Valley east of the Banff Park boundary up to and including Kananaskis and Seebe. In addition, the Bow Valley Food Bank distributes food to local agencies our community such as the Food for Learning Program, Christmas Spirit Campaign and the Banff Food Bank.

In 1991, when the Bow Valley Food Bank was established it was located at the Senior's Centre. In that year 132 hampers were given out with a total of 272 people assisted. The Food Bank moved to an Atco trailer that was located on the corner of Three Sisters Drive and Rundle Drive but when the Town sold the property in 2004, the Food Bank moved to it's new location across from the Civic Centre. In 2005-2006, the Food Bank gave out 451 hampers helping 815 people.

Please fill out the attached forms and return them to our office:

*Volunteer Application Form
Agreement of Confidentiality
RCMP Security Check Clearance*

If you have any questions or concerns regarding filling out the application form, please feel free to give our office a call at 678-9488.

Once all of the processes have been completed, you will be contacted for an orientation evening. Once again, we thank you for your interest in the Food Bank and providing this invaluable service to your community.

Yours truly,

*Laura Croke
Chairperson
Bow Valley Food Bank*

Box 8071 CANMORE AB T1W 2T8

907 – 7th Avenue

678-9488

**VOLUNTEER APPLICATION
PART I**

Last Name		First Name
Phone #	Bus #	E-Mail Address
Address		Postal Code
Emergency Contact Name		Emergency Contact Phone #
Employer	Occupation	Educational Background
Have you been convicted of a felony within the past five years ? _____ YES _____ NO If YES, please explain:		
Please provide two personal or professional references:		
Name	Phone Number	Relationship
Name	Phone Number	Relationship
Second Language(s)	Past Volunteer Experiences	
What skills, training or knowledge do you wish to utilize		Reason(s) for Choosing the Food Bank to Volunteer

I hereby attest that the above information is true to the best of my knowledge

Signature

Today's Date

OFFICE USE ONLY	
Security Check _____	Confidentiality Statement _____
Orientation _____	
Six Month Review _____	Date: _____
One Year Review _____	Date: _____

**VOLUNTEER APPLICATION
PART II**

HOW CAN YOU BE INVOLVED?

We appreciate you choosing to volunteer at the Food Bank .There are many important tasks involved with successfully operating the Food Bank. Please choose below where your interests lie. Keep in mind that over time your interests may change or evolve. We provide volunteer reviews at 6 months and 1 year in order for you to re-evaluate your involvement with the Food Bank and perhaps choose other opportunities within the organization.

CLIENT INTERACTION	
This is extremely rewarding and involves talking with and screening clients for qualification of food hampers. We suggest that you try both client in-take and hamper pick up shifts if you can. Volunteers are asked to do at least two shifts per month and will work with an experienced volunteer for the first few shifts.	
<input type="checkbox"/> Client In-Take Talking with clients on the telephone Filling in client applications There are always 2 volunteers per shift	Available Shifts <input type="checkbox"/> Monday (6-7 pm) <input type="checkbox"/> Wednesday (6-7 pm)
<input type="checkbox"/> Hamper Pick Up Meeting the clients when they pick up hampers There are always 2 volunteers per shift	Available Shifts <input type="checkbox"/> Tuesday (noon – 1 pm) <input type="checkbox"/> Tuesday (6-7 pm) <input type="checkbox"/> Thursday (6-7 pm)
CLIENT NON-INTERACTION	
These jobs are equally important but are not time-sensitive as they do not involve client interaction. A volunteer can choose to do any number of the tasks on a day that best suits them. Volunteers may also be asked to do any of the following tasks during their shift if it is required and if time permits.	
Required Tasks ___ Hamper Preparation ___ Maintenance (painting/building) ___ Cleaning (fridge/vacuuming/shelves) ___ Recycling ___ Food Sorting ___ Food Pick Up ___ Bulk Food Re-Packaging ___ Fund Raising ___ Food Purchasing	Best Times Available ___ Monday ___ am ___ pm ___ Tuesday ___ am ___ pm ___ Wednesday ___ am ___ pm ___ Thursday ___ am ___ pm ___ Friday ___ am ___ pm ___ Saturday ___ am ___ pm ___ Sunday ___ am ___ pm ___ Sunday ___ am ___ pm ___ Sunday ___ am ___ pm

VOLUNTEER – 6 MONTH REVIEW

Thank you for taking the time to provide this review and feedback assessment for the Food Bank. We appreciate your involvement with the Food Bank and your commitment to our community.

In reviewing your original reasons for choosing the Food Bank to volunteer has this been achieved for you?

Have any of your reasons changed?

Describe a situation at the Food Bank when you felt most successful or most rewarded?

What training, resources or support do you need to further assist you with volunteering at the Food Bank?

Are there any issues that have arisen that have not been resolved to your satisfaction?

Have there been any incidents that you were unsure of how to handle?

How did you handle them?

Were you able to ask for assistance and did you get the assistance you required?

Will you continue to volunteer at the Food Bank?

What changes do you recommend for the Food Bank

In evaluating your current involvement with the Food Bank are there any changes you would like to make?

VOLUNTEER – ONE YEAR REVIEW

Thank you for taking the time to provide this review and feedback assessment for the Food Bank. We appreciate your involvement with the Food Bank and your commitment to our community.

Review if there are any changes from 6 month review.
Discuss with volunteer sitting on the Board.