

## VOLUNTEERS: YOUR CLUB'S HUMAN RESOURCES

	INDIVIDUAL VOLUNTEER	YOUTH VOLUNTEER	CORPORATE VOLUNTEER
<b>WHAT ?</b>	<p>A volunteer's involvement in a club.</p> <p><b>3 possible roles :</b></p> <p><b>Head volunteer:</b> Daily management of breakfast preparation and service. Supervise the team of volunteer.</p> <p><b>Volunteer:</b> As a team, help with breakfast preparation and service as well as cleanup.</p> <p><b>Administrative volunteer:</b> Support the school with administrative tasks related to the management of its breakfast program.</p>	<p>Students get involved in breakfast preparation and service as well as cleanup.</p>	<p>Company employees get involved as volunteers assisting in breakfast preparation, service, cleanup and/or administrative support.</p>
<b>WHO ?</b>	<p>School staff, parents, grandparents, community members, high school students, CEGEP or university students.</p> <p>The <b>administrative volunteer</b> may be a breakfast program volunteer or head volunteer as well as a community member.</p>	<p>Any student grade 3 or older.</p>	<p>A group from a company in your sector (4 people or more) that volunteers one morning per week.</p>
<b>HOW ?</b>	<p><b>Head volunteer:</b> About 2.5 hours, every school morning. Can be a shared task. Between 6:30 and 9am, depending on the school schedule.</p> <p><b>Volunteer:</b> About 2 hours, one morning/week. Between 6:30 and 9am, depending on the school schedule.</p> <p><b>Administrative volunteer :</b> 1 to 2 hours per month</p> <ul style="list-style-type: none"> <li>-Prepare the attendance list and payment tracking.</li> <li>-Complete online reports and manage parental contributions.</li> </ul>	<p>30 minutes to 1.5 hour, 1 morning/week. Between 7am and 8:30am, depending on the school schedule.</p>	<p>About 2 hours, 1 morning/week in rotation between 6:30am and 9am, depending on the school schedule.</p> <p>Once the company has chosen the group members, it provides an attendance schedule according to the chosen day.</p>
<b>WHERE ?</b>	<p><b>Head volunteer:</b> At the school.</p> <p><b>Administrative volunteer:</b> At home or at school. Must be able to travel to a school or the bank, if necessary.</p>	<p>At the school.</p>	<p>At the school.</p>
<b>COMMITMENT</b>	<p><b><u>Must successfully pass a background check done by the school board.</u></b></p> <p><b>Head volunteer or administrative volunteer:</b> One school year commitment to the team.</p> <p><b>Volunteer:</b> One school year commitment to the team is preferable.</p>	<p>Signed parental authorization (see document in the "school corner" on the website.</p> <p>3 month commitment to the team, renew as needed.</p>	<p><b><u>Must successfully pass a background check done by the school board.</u></b></p> <p>One school year commitment to the team.</p>
<b>TRAINING</b>	<p><b>Head volunteer:</b> By the school team representative or the regional coordinator.</p> <p><b>Volunteer:</b> By the head volunteer and/or school team representative.</p> <p><b>Administrative volunteer:</b> By the Head volunteer or the regional coordinator.</p>	<p>By the head volunteer, school staff or volunteer team.</p>	<p>By the head volunteer, the school staff or the regional coordinator.</p>
<b>SKILLSET</b>	<p><b>Head volunteer:</b> Must be organized and have positive leadership skills; be motivated to support children and have the ability to communicate by email and phone.</p> <p><b>Volunteer:</b> Must be respectful and be motivated to support children.</p> <p><b>Administrative volunteer:</b> Comfortable with computers; have the ability to communicate by email; know Excel and Outlook.</p>	<p>Ready to learn, to help and to get involved. Ideal for curious little ones.</p>	<p>Have the desire to get involved collectively.</p> <p>Be motivated to support children.</p>
<b>RECRUITMENT TOOLS</b>	<p>Additional resources on the Club's website : <a href="#">school corner</a></p> <p>Student registration form.</p> <p>Recruitment posters. Letters to parents. Recruitment flyer.</p> <p>Facebook banner and Facebook ad.</p> <p>References of volunteer candidates from the Club's website.</p>	<p>Additional resources on the Club's website : <a href="#">school corner</a></p> <p>Student registration form.</p> <p>Guide for implementing a program of young volunteer</p>	<p>Additional resources on the Club's website: <a href="#">school corner</a></p> <p>Volunteer pamphlet</p> <p>References from another company.</p> <p>References of volunteer candidates from the Club's website.</p>
<b>VIDEOS</b>	<p><a href="https://youtu.be/BowqmSCEkVU">https://youtu.be/BowqmSCEkVU</a></p>	<p><a href="https://youtu.be/1pxtEy32uRY">https://youtu.be/1pxtEy32uRY</a></p>	<p><a href="https://www.youtube.com/watch?v=TLcnkuxBL8&amp;feature=youtu.be">https://www.youtube.com/watch?v=TLcnkuxBL8&amp;feature=youtu.be</a></p>

