

Milton Community Resource Centre (MCRC)

## Volunteer Action Plan – Staff Need Your Help

Renewal date - annually for programs beginning September 1<sup>st</sup> each year.  
Participants in the volunteer action plan will include families participating in MCRC's Family Resource Programs (mandatory) Ontario Early Years Centre (optional).

**Why?** MCRC implemented our volunteer action plan in order to maintain programming levels with an ever increasing registration list and a growing community. Our funding has not increased and demands for programming have increased. Adult & Child Together programs are typically full by 9:45am. The number of staff in these programs has also decreased. Staff need your help.

### How it works...

Each family fills out the contact information below and will pay a deposit (**\$25 for programs beginning September 1st each year** and \$15 for programs beginning after March 1<sup>st</sup> each year). Payment can be made by cheque, debit, credit card or cash. If you choose the volunteer option your deposit will be returned to you upon completion of volunteer time.

MCRC wants to be sure that programs are accessible to all. Please choose one of the many volunteer options for you or a member of your family and your deposit will be refunded upon completion of your volunteer hours. Volunteer time is to be completed by August 31<sup>st</sup>. Your deposit will be available at reception three weeks after completing your volunteer time. If your deposit was made with a credit card or a debit card, a credit will be issued to your card – please bring your card with you to reception so that a credit can be issued.

----- detach & return bottom portion with your cheque -----

### **Please check one**

- Volunteer for 4 hours – see reverse for volunteer options and ideas.  
*Payment can be made by cheque, debit, credit card or cash.*  
**If deposit is by cheque, please post-date to September 1, 2012.**
- I am unable to volunteer. Please deposit the \$25/\$15 donation.  
A tax receipt will be issued for \$25 donation. No tax receipts will be issued for \$15 donation. **If payment is by cheque, please use today's date.**

***Payment can be made by cheque, debit, credit card or cash.***

Contact Name: \_\_\_\_\_  
Family Number: \_\_\_\_\_

Phone: \_\_\_\_\_  
e-mail: \_\_\_\_\_

\$25.00 fee (method of payment \_\_\_\_\_) Date: \_\_\_\_\_

## Volunteer Options and Ideas

- Watch for postings for upcoming special events
  - Trivia Challenge in March
  - Scholastic Book Fair in May
  - Fun Fair in June
  - Family Hallowe'en Party in October
  - Scholastic Book Fair in November
- **Take home projects** – located next to the volunteer information board. Make play dough, support our special events through purchasing supplies and prizes, volunteer at one of our special events or take home other volunteer projects.
- **Updated volunteer opportunities listings are posted on the Volunteer Board in the front lobby.**
- If you have free time while your child/children are in MCRC programs, please contact the Volunteer and Resource Development Coordinator. We can schedule you to help with administrative and creative tasks.
- If you would like to volunteer in child care for Kids Konnection or during parenting workshops please note that your child cannot be in care while you are volunteering in these programs. Also, please see below for screening information.

## Screening

As a Volunteer Action Plan participant you do not need to provide screening materials (please see below) unless you volunteer in a program as a child care assistant eg. volunteering during Kids Konnection on Friday mornings. If you would like to volunteer as a child care assistant, please contact the Volunteer and Resource Development Coordinator at 905-876-1244 ext. 216.

Members of the general public who volunteer with Milton Community Resource Centre are asked to provide three personal references, a police security clearance (including vulnerable sector screening) and a Children's Aid check as part of our volunteer application process.

## Pro-rating

All families will pay the **\$25.00 donation at the time of registration**, pro-rated to \$15.00 for the last six months of the year (to be renewed for programs beginning September 1st each year). Your volunteer commitment will be pro-rated as follows...

- |   |                          |
|---|--------------------------|
| <input type="checkbox"/> September/October/November program start dates | <b>4 volunteer hours</b> |
| <input type="checkbox"/> December/January/February program start dates  | 3 volunteer hours        |
| <input type="checkbox"/> March/April/May program start dates            | 2 volunteer hours        |
| <input type="checkbox"/> June/July/August program start dates           | 1 volunteer hour         |

**N.B. Families will not be denied access to Ontario Early Years programs if they choose not to participate in our Volunteer Action Plan.**