

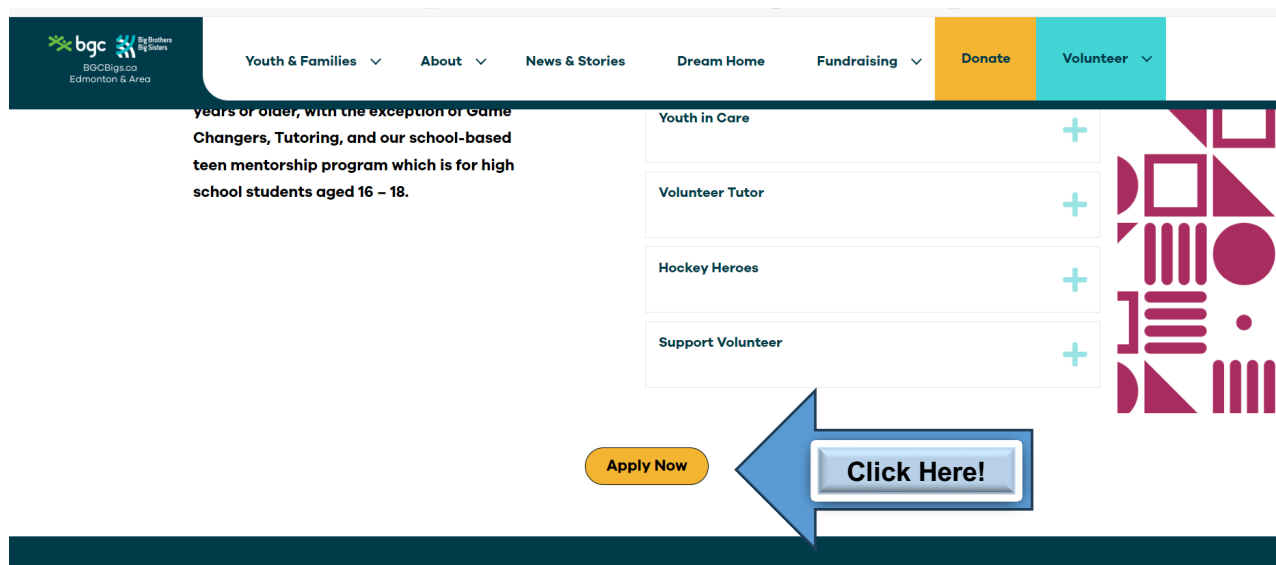
# BGCBig's Corporate Mentoring Volunteer Application Process

## Step 1

### Prior to Completing the Volunteer Application

- Make sure you have the contact information for the following three (3) references:
  - a. Personal Reference. A friend you have known for at least 2+ year. This person cannot be a family member.
  - b. Direct Supervisor
  - c. Partner or Significant Other (if you are in a dating relationship of at least 6+ months, common law or married. If you are not in a relationship of at least 6+ months, you must provide a Family Member Reference.
  
- For each of the above references we will need:
  - a. First and Last Name
  - b. Mobile phone number
  - c. Email Address
  
- Make sure you notify each reference that we will be contacting them to complete a referral on your behalf. The reference will:
  - a. Take place online.
  - b. Take approximately 5-10 minutes to complete.

Complete the Volunteer Application Online at [bgcbigs.ca/become-a-volunteer](http://bgcbigs.ca/become-a-volunteer)

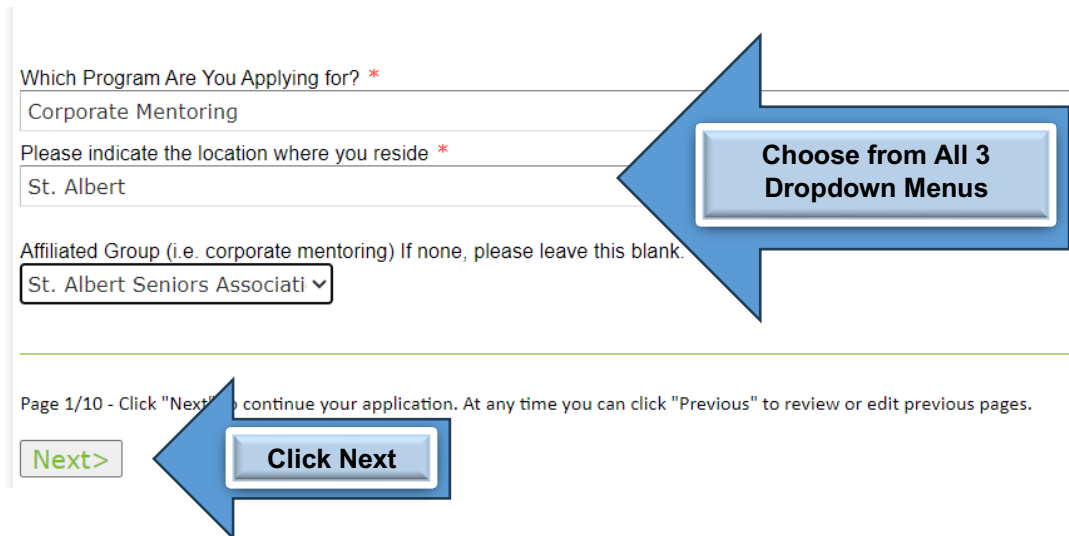


The screenshot shows the BGCBig's website interface. At the top, there is a navigation bar with the following items: Youth & Families, About, News & Stories, Dream Home, Fundraising, Donate, and Volunteer. The 'Volunteer' menu item is highlighted in teal. Below the navigation bar, there is a list of volunteer roles, each with a plus sign icon to its right:

- Youth in Care
- Volunteer Tutor
- Hockey Heroes
- Support Volunteer

A large blue arrow points from a button labeled 'Click Here!' to the 'Support Volunteer' role. Below the arrow, there is a yellow button labeled 'Apply Now'.

## Filling Out Page 1 of the Volunteer Application Form



Which Program Are You Applying for? \*

Corporate Mentoring

Please indicate the location where you reside \*

St. Albert

Affiliated Group (i.e. corporate mentoring) If none, please leave this blank.

St. Albert Seniors Associati

Page 1/10 - Click "Next" to continue your application. At any time you can click "Previous" to review or edit previous pages.

Next>

Click Next

Choose from All 3 Dropdown Menus

## Step 2

### Upon Completion of the Volunteer Application

Book your pre-screen phone call appointment via below link: Please select **Volunteer Pre-Screen Phone Call (15 minutes)**.

<https://app.acuityscheduling.com/schedule.php?owner=16043851&calendarID=7559546>

- This pre-screen phone call will take approximately 15 minutes. This link will book your pre-screen phone call with **Sarah Imray**, a Volunteer Enrollment Facilitator.
- You and Sarah will both receive an Email to confirm your appointment.
- You will receive reminders via Email and text leading up to the appointment date.

## Step 3

### Complete the Online Orientation

- We ask that you complete your [Online Orientation](#) within three (3) weeks from the time you submit your Volunteer Application.
- The Online Orientation will take approximately 45 minutes to complete.

### To Do:

- 1) Follow the link above to set up your account. Choose **Create New Account** (located on the bottom-right side of the screen).
- 2) Choose a username and password. Note: Your username does not have to be related to your personal name.
- 3) Choose the organization name: **BGCBIGS Edmonton**

You will receive a confirmation link via Email. You'll need this confirmation link to access the online training.

- 1) Follow the confirmation link inside the Email. **(Note: If you do not receive the confirmation email within 24 hours of registering, please email Sarah for further support)**
- 2) Choose the course **Orientation for Mentors: Boys & Girls Clubs Big Brothers Big Sisters of Edmonton & Area.**
- 3) Read through the **Orientation for Mentors Module**
- 4) Complete the **Orientation for Mentors Quiz.**
- 5) BGCBig's will have access to your results for all questions within the training.

Once you've completed the online training you can choose to receive a Certificate of Completion by Email. BGCBig's will be alerted upon completion of your quiz.

## Step 4

### Pre-Screen Phone Call

Once you have booked your interview with Sarah, she will call you on the date and time of your scheduled appointment to complete your pre-screen. Following the pre-screen phone call, she will email you the following electronic paperwork. Please complete all paperwork and email it to [Sarah.lmray@bgcbig.ca](mailto:Sarah.lmray@bgcbig.ca)

- **Child Intervention Check and Consent Form with Two (2) Government Issued Phot IDs.** The following are forms of valid ID:
 

a) Drivers Licences	e) Permanent Resident Card and/or Indian/Metis Status Card.
b) Provincial ID card	
c) Passport	
d) NEXUS card	

If you only have one of the above forms of ID, you will need a second piece of ID such as:

- |                                 |   |
|---------------------------------|---|
| a) Provincial Health Care Card  | e) WIN card   |
| b) Birth Certificate            | f) Citizenship card                                 |
| c) National Defense card        | g) Firearm Acquisition card                         |
| d) Canadian Blood Services card | h) Immigration papers (e.g., work or study permits) |
- **Volunteer Permission & Release Agreement**
  - **Site Based Program Guidelines** (including BGCBig's Appeal & Grievance Process and Confidentiality Agreement)
  - **Police Check & Vulnerable Sector Check** (completed online through Edmonton Police Services). You will receive an Email from Forest Green to complete these pieces and instructions to complete the checks will be email to you by Sarah.

## Step 5

### Virtual Volunteer Interview

Following the pre-screen phone call, Sarah will book a Virtual Volunteer Interview through Zoom and will send you the link needed to access this meeting through Zoom.

- On the agreed-upon date and time, Sarah will complete the interview via Zoom. The interview will take approximately **two (2) hours**.

### Zoom Pre-Match Volunteer Training

Following the Virtual Volunteer Interview, Sarah will register you for a **Group Pre-Match Volunteer Training Session over Zoom** on a date and time most convenient for you. The training will take approximately **two and a half (2.5) hours to complete**. You will receive reminders via Email and text leading up to the appointment date. On the day of the training, you will receive an email from the trainer with the zoom link and a training booklet.

## Step 6

### Zoom Pre-Match Initial Volunteer Training

- You then will attend the training via Zoom.
- Upon completion of the training, send your volunteer training certificate via Email to Sarah.

From there...

Sarah will continue to work with you throughout the entire Volunteer Application/Enrollment Process until each step the process has been completed.

Sarah will touch base with you via Email and/or text once per week or once every two (2) weeks, to update you regarding the status of your application and/or any outstanding pieces needed to complete the process.

Once all the pieces to your volunteer application have been completed, Sarah will send you a detailed Email about the next steps.

Thanks so much for your interest in volunteering with BGCBig's'. Together, we're changing the lives of young people with one conversation, one experience and one mentor at a time—so they can grow up to be happy and fulfilled adults.