



### NON-MEMBER VOLUNTEER APPLICATION

iMIS #	
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Please complete **ALL PARTS** of this form, sign and date. **Note: Completion of this form does not register you as a Member of Girl Guides of Canada.**

Volunteering as a **Unit Assistant** (helping regularly with units, in a camp setting, on outings) or a **Treasurer** (handling Girl Guides of Canada funds) requires a Police Records Check. If you are volunteering only as a **Home Contact Person** for a unit or Guiding group (entrusted with personal information concerning participants in the group, the group's activity and schedule), you do not require a Police Records Check

I am volunteering as a:

Unit Assistant    Treasurer    Home Contact Person    Other \_\_\_\_\_

#### PART A: Contact Information

First Name: _____	Last Name: _____	<input type="checkbox"/> Please check here if you are a male volunteer
Address: _____ City: _____ Prov: _____ Postal Code: _____		
email: _____		
Home Phone: ( ) _____	Work: ( ) _____	Cell: ( ) _____
<b>Emergency Contact: (Optional)</b>		
First Name: _____		Last Name: _____
Home Phone: ( ) _____	Work: ( ) _____	Cell: ( ) _____

#### PART B: Volunteering Details

I am volunteering with the following unit(s) or council: (If you don't know, please ask the Guider you are working with)	
Unit(s): (If applicable – Example 2 <sup>nd</sup> Edmonton Sparks):	
District:	Area:
Administrative Community:	

#### Police Records Check (required for Unit Assistants and Treasurers):

Attached, and completed within the last 6 months    Have a PRC on file with GGC

#### Previous Membership: Have you ever been a Member of Girl Guides of Canada?

No    Yes. When? \_\_\_\_\_ Where? \_\_\_\_\_ iMIS # ( if known) \_\_\_\_\_

#### PART C: Confidentiality Statement

In volunteering with Girl Guides of Canada-Guides du Canada (GGC), I may have access to confidential information and documentation. This may include but is not limited to personal information, health documentation and contact information. I will hold this information in confidence and understand that unauthorized disclosure, copying, distribution or other use of this information is strictly prohibited.

#### PART D: Code of Conduct

I have read and understand the **Code of Conduct**, and I agree that I will abide by it and uphold its terms.

Yes, I agree to the above statements in Parts C and D.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*We protect and respect your privacy. Your personal information is used only for the purposes stated on or indicated by the form. For complete details, see our Privacy Statement at [www.girlguides.ca](http://www.girlguides.ca) or contact your provincial office or the national office for a copy.*

*PLEASE DETACH THIS PAGE AND RETAIN FOR YOUR RECORDS.*

*DO NOT RETURN WITH YOUR SIGNED APPLICATION*

## **Code of Conduct**

(Revision: December 9, 2010)

*This Code of Conduct is an integral part of involvement with Girl Guides of Canada – Guides du Canada (GGC). The Code of Conduct requires all Members, all volunteers, all employees, and all parents and guardians of Members to:*

1. Refrain from words, actions and behaviour – in any medium -- that demonstrate disrespect for other Members, volunteers, employees, or the family members of such individuals.
2. Uphold GGC's reputation and integrity by ensuring that their conduct, whether in person, online, or otherwise, brings honour and dignity to GGC.
3. Be vigilant in ensuring an environment that is safe and protects girl and adult Members, volunteers and employees from emotional, physical, verbal and sexual abuse.
4. Respect other Members', volunteers' and employees' rights to privacy and the confidentiality of their personal information.
5. Act with honesty and integrity when dealing with property, monies and any other assets belonging to GGC.
6. Respect and abide by the laws of Canada and of the relevant Province or Territory.
7. Treat Members, volunteers, employees and Members' families fairly, knowing that GGC does not tolerate unlawful discrimination on the basis of race, national or ethnic origin, citizenship, colour, religion, sex, age, mental or physical ability, political beliefs, socio-economic status, health-related status, sexual orientation, marital status, or any other grounds enumerated in the human rights legislation of the jurisdiction in which the individuals involved are located.

*In addition, Members, volunteers and Employees will:*

8. Subscribe to the principles of the Promise and Law of GGC and adhere to GGC's bylaws, policies and procedures.
9. Fulfill their roles and responsibilities as stated in their position descriptions (where applicable) and act within the limitations of their authority in the discharge of their duties.
10. Diligently maintain the confidentiality of any information regarding GGC that they have obtained in the course of performing their roles in Guiding and that is not generally available to the public.

Girl Guides of Canada-Guides du Canada reserves the right to take action regarding any breach of the Code of Conduct.



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## **The Code of Conduct and You**

(March 2011)

The stated values for Girl Guides of Canada (GGC) are stipulated in the Promise and Law, and are further reinforced by the Code of Conduct. Being a part of the Guiding community, you – girl Members and their parents/guardians, adult Members, volunteers, and employees – have the right to participate in an environment that is respectful, safe, and positive. With this right comes the responsibility to ensure a respectful, safe and positive experience for everyone involved in Guiding.

### **Each person involved with GGC has roles and responsibilities with respect to the Code of Conduct:**

- Uphold the principles of the Code of Conduct and be personally accountable for your actions and behaviour.
- Hold each other accountable for actions and behaviour.
- Use open, clear and respectful communication to resolve issues.
- Take prompt and reasonable action to address issues in a timely manner to avoid unnecessary escalation, and seek assistance if necessary.
- Be a role model for others, especially for our girl Members/daughters/wards.

### **Adult Members working with girls are expected to:**

- share and explain the Code of Conduct to the girls in their Unit, and together establish a common understanding of the Code of Conduct as it applies to their Unit;
- educate themselves on GGC policies and procedures;
- explain to non-member volunteers, and parents/guardians, the policies and procedures relevant to their interaction with GGC;
- communicate regularly and meaningfully with parents/guardians;
- maintain consistent standards of behaviour for all girls.

### **Parents/guardians are expected to:**

- encourage and assist their daughter/ward in following the Code of Conduct;
- ensure that other parent(s)/guardian(s) of their daughter/ward are aware of the Code of Conduct, and of their responsibility in following it in their interactions with GGC;
- support the efforts of GGC and its adult Members in maintaining an environment where all can enjoy Guiding;
- communicate regularly and meaningfully with the Unit Guiders of their daughter/ward's Guiding Unit

### **Girl Members are expected to:**

- Participate in programming with their Unit Guider to learn about the Code of Conduct and our standards of behaviour.

The Code of Conduct policy is available from adult Members or from provincial offices. Adult Members and employees can access policies related to the Code of Conduct through the Member Zone section of the GGC website.