



Ride Don't Hide Volunteer Application Form

Thank you for your interest in volunteering with the Canadian Mental Health Association Regina Branch!

visit www.ridedonthide.com for more information about the ride

Please return your completed application **by email to:** info@cmharegina.com

by mail to: CMHA Regina—Ride Don't Hide Volunteering
1810 Albert Street, Regina, SK, S4P 2S8

by fax to: 306-525-9579

Personal information

Name _____ E-mail _____

Address _____ Postal Code _____

Phone (_____) _____ - _____ Phone 2 (_____) _____ - _____

Preferred (unisex) t-shirt size

Small Medium Large Extra Large 2X 3X

Are you at least 16 years of age? Please note, volunteers must be at least 16 years or older at the time of the event.

Yes No

How did you hear about this opportunity?

CMHA Regina website CMHA Regina Facebook Your employer/school Word of mouth

Other _____

Will you require a letter for your school that confirms your Community Service Volunteer Hours? Yes No

Do you have access to a vehicle? Yes No

Emergency contact information

We ask that all volunteers submit information for one emergency contact. This information will only be used in the case of an emergency. We ask that any volunteer who is between the age of 16 and 18, submit the contact information of their parent or legal guardian as their emergency contact. This information may be used by CMHA Regina to confirm that you have permission to participate in the event.

Emergency contact name (first and last) _____

Emergency contact phone (_____) _____ - _____

If you are below the age of 18, please check the box below to confirm that you have submitted your parent's or legal guardian's contact information.

Yes

Interest area

Route marshal Registration Food service On-site assistance

Other _____

Availability and commitment

I am available to volunteer for the full event

I am only available to volunteer for part of the event (please specify time commitment): _____ to _____

I am available to help prior to event if needed

Note: group orientation will be held one to two weeks before event—date/time to be announced closer to event date.

Volunteer confidentiality statement

The maintenance of confidentiality is a key requirement of staff and volunteers working for the Canadian Mental Health Association Regina Branch (CMHA Regina). The purpose of confidentiality is to safeguard information about our clients, volunteers, staff, and other individuals associated with CMHA Regina. This can refer to any information spoken, printed or written.

- Confidential information about clients, other volunteers you work with, staff, or other individuals associated with CMHA Regina cannot be released without their express consent, except when the individual's (or others') health or safety is at immediate and severe risk.
- In non-emergency situations, consent should be written: you must contact a staff member prior to the release of any information. In the case of an emergency, you must contact a staff member immediately after the incident.

It should be stressed that the maintenance of confidentiality requires tact, common sense and an appreciation of privacy. Staff and volunteers have an obligation and responsibility to safeguard other individuals' rights to confidentiality with regard to private information.

Confidentiality agreement

I, _____ the undersigned, acknowledge having read and understood
(please PRINT name clearly)

the above confidentiality statement of the Canadian Mental Health Association, Regina Branch. I agree to abide by the procedures contained within the statement.

Signature _____ Date _____

Volunteer agreement

I agree to serve as a volunteer and commit to the following:

1. To perform my volunteer duties to the best of my ability.
2. To adhere to agency rules and procedures, including confidentiality of agency, participant, volunteers and persons associated to the organization information.
3. To meet time and duty commitment or to provide adequate notice so that alternate arrangement can be made.
4. To act at all times as a team member responsible for accomplishing the mission of the agency.
5. To act in a professional manner while volunteering for CMHA Regina.

Signature _____ Date _____

By typing your name in the signature fields for both the confidential and volunteer agreements, you agree that your typed name is the legally binding equivalent to your handwritten signature.

Ride Don't Hide volunteer positions

Route Marshal

As the Route Marshal for Ride Don't Hide, your main goal is to provide encouragement to participants along the route at designated areas and to help them keep to the route as designed.

Responsibilities

- Alert participants of heavy traffic areas, hazards or changes on the route. Be careful not to stop participants in an unsafe location.
- If needed, alert traffic that participants are crossing intersections. We do not want to anger or alarm drivers. Just encourage them to drive with caution and at no time should a route marshal attempt to stop oncoming traffic. We are not authorized to do so.
- Remind cyclists, when needed, of the rules of the road:
 - » All riders must ride in single file
 - » Riders must obey traffic signals and stop signs
- Keep the participants' morale up! Cheer them on! They need your encouragement!
- Stay at location until the last rider has passed you and the sweeper or the Route Captain tells you to depart.
- Pick up any garbage before leaving your location and bring back to the site.

Skills and experience

- Reliable
- Able to work independently or with another person
- Ability to stand for extended periods of time

Training and orientation

- Group orientation one to two weeks before event —date/time to be announced
- Day of event briefing with Route Captain

Volunteer benefits

- Food
- Fun
- Meet great new people
- Volunteer t-shirt
- Reference letter with hours volunteered (provided if requested)
- Be part of CMHA Regina volunteer program which helps in fulfilling our mission

Registration

To check in cyclists and answer any questions they may have and make registration seamless and efficient.

Responsibilities

- When cyclist arrives please check off name on master list
- If they are not registered assist them in the registration process
- Verify the pledge form and pledge envelope contents
- Determine participants eligibility for fundraising incentives
- Allocate appropriate fundraising incentives and t-shirts to participants.
- Answer questions about the event, route and CMHA in general
- Some people at registration will be asked to assist with other areas as the event progresses

Skills and experience

- Reliable
- Previous customer service experience
- Cash handling experience
- Good written and communication skills
- Organized and is able to multi-task
- Able to think quickly and problem solve
- Experience in fundraising and/or events is an asset
- Good knowledge of CMHA mission and vision

Training and orientation

- Group orientation one to two weeks before event—date/time to be announced
- Day of event briefing with Registration Coordinator

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Food Service

To assist in the successful service of food to ride participants.

Responsibilities

- Set up food service area prior to event
- Set up and prepare breakfast and lunch. Could include cooking, cutting up of fruit and layout of food on trays
- Check on supplies continuously and clean away any litter
- Help clean up food area at conclusion of event

Skills and experience

- Reliable
- Physically able to stand for long periods of time
- Physically able to lift tables and chairs and move them as needed
- Food Safe certificate is considered an asset
- Able to work independently and with a team

Training and orientation

- Group orientation one to two weeks before event—date/time to be announced
- Training from the Food Service Coordinator

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On-Site Assistance

To assist with the put up and tear down/clean-up of the main site location and other jobs as needed, including information booth and assist as finish line cheering squad.

Responsibilities

- Assist with the put up and tear down of tables, chairs, banners, tents, supplies
- Unload and Load supplies in vehicle to be transported by a staff person
- Clean up to make sure area is clear of garbage
- Help make sure that Finish Line is properly set up and decorated
- Cheer participants as they return from the route and congratulate them on completing the event and supporting the CMHA
- Hand out promo items to every participant

Skills and experience

- Reliable and enthusiastic
- Can work independently and as part of a team
- Must have the physical ability to lift and carry heavy, bulky equipment, such as tables, chairs and boxes

Training and orientation

- Group orientation one to two weeks before event—date/time to be announced
- Day of event briefing with Team Leader

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