



General Principles

The Ewings Cancer Foundation of Canada (ECFC) adheres to the following principles of volunteering:

- Volunteering benefits the community and the volunteer
- Volunteer work is unpaid
- Volunteering is always a matter of choice
- Volunteering is a legitimate way in which citizens can participate in the activities of their community.
- Volunteering is a vehicle for individuals or groups to address human, environmental and social needs.
- Volunteering is an activity performed in the non-profit sector only.
- Volunteering respects the rights, dignity and culture of others.
- Volunteering promotes human rights and equality.

Why do we involve volunteers?

- To increase our contact with the local community we serve.
- To benefit from the skills and perspectives volunteers bring with them.
- To offer our volunteers new skills and experiences.
- To ensure that our services meet the needs of our clients.

The following guidelines deal with the practical aspects of involving volunteers at The Ewings Cancer Foundation of Canada.

Recruitment

- We will aim to identify worthwhile and satisfying opportunities for volunteers.
- We will produce a volunteer role description for all volunteer opportunities.
- We will aim to help any volunteer overcome barriers that may make it difficult for them to volunteer.
- We will operate our **Equal Opportunities** policy at all times in relation to both recruitment and support of volunteers.
- Discussions will be held with all prospective volunteers to ensure that their skills and interests are best served by the volunteering opportunity. References will also be taken up.

Induction

All volunteers will be entitled to a structured induction period, to familiarize them with the work of ECFC in general and their own area of work in particular. Training will be offered when necessary to help them fulfil their role effectively.

Volunteers Responsibilities

- Be reliable and commit, where possible, to regular days and times of work so tasks can be planned accordingly.
- Keep ECFC informed of changes of address and phone number.
- Be responsible to and consult with the designated Volunteer Coordinator.
- To ask for support when needed.
- Abide by any ECFC policies regarding their work.
- Abide by the **Privacy** policy with the information that may be acquired during course of duties.
- Discuss any grievances and / or problems with their Volunteer Coordinator.
- Not to spend money or order goods on behalf of ECFC without prior approval.
- Notify their Volunteer Coordinator if they are no longer able to work with ECFC.
- Show enthusiasm, loyalty and belief in the work of the organization.
- Agrees not jeopardise the health and safety of others.
- Inform ECFC of any pre-existing medical conditions or special needs that ECFC should be aware of that might affect the volunteer's ability to undertake certain tasks.
- Report any injury immediately to their Volunteer Coordinator.

Volunteer Dress Code

Our volunteers represent The ECFC at our annual fundraisers and / or public events and are expected to carry themselves in a professional manner at all times. Custom made ECFC event T-shirts will be provided at specific events however, if not provided The ECFC is a casual dress code (unless otherwise specified) as we believe the following attire is acceptable:

Girls

- Sundress
- Long or short (acceptable) skirt
- Khakis or nice jeans
- Shorts (*please no short shorts*) – depending on occasion and climate)
- T-shirt, polo shirt, or turtleneck
- Casual button-down blouse
- Sandals or sneakers

Boys

- Khakis or good jeans (clean, no holes)
- Khakis, Cargo or Board shorts — depending on occasion and climate
- T-shirt, polo shirt, or turtleneck
- Casual button-down shirt
- Sweater
- Loafers, sneakers, or sandals