

# ROSALIE HALL

## VOLUNTEER APPLICATION

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Please checkmark the areas of service that you have an interest in:

- **MAINTENANCE / HOUSEKEEPING**  
Assisting with building maintenance i.e.: Gardening, light cleaning and repairs, etc.
- **KITCHEN**  
Assist chef in the preparation of meals for clients and volunteers.
- **DONATIONS / FOOD BANK**  
Sort and organize all incoming clothing donations and assist staff in locating items within the “boutique” as needed; sort and replenish the shelves in the food bank with canned and dry goods, paying particular attention to the expiry dates on labels.
- **CHILD DEVELOPMENT CENTRE / RESPITE**  
Assist staff in providing quality childcare and support in both a formal and informal setting.
- **TUTOR**  
Provide assistance to our day school students (September – May only) in such areas as computers, etc.
- **SPECIAL EVENTS / FUNDRAISING**  
Provide assistance in the organization of events hosted by Rosalie Hall, ie: distribution of flyers, assisting with decorating and operation of events, etc.
- **ADMINISTRATION**  
Assist with mailings, data entry, filing, faxing, photocopying, etc.

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**PLEASE NOTE:** A police reference check is required for all volunteers and has an administration fee of **\$15.90**. Please return the completed application, along with a certified cheque or money order made payable to Toronto Police Service, to the Development Associate to begin the application process. For any questions please call (416) 438-6880 ext. 250.

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1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Alternate Telephone: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Date of Birth (mm/dd/yy): \_\_\_\_\_

2. Current Status: School/University \_\_\_\_\_ Work \_\_\_\_\_ Retired/At Home \_\_\_\_\_

3. Emergency Contact Person: \_\_\_\_\_  
Telephone: \_\_\_\_\_

4. Do you have any experience, skills or interests you consider relevant for this work?  
\_\_\_\_\_  
\_\_\_\_\_

5. What do you hope to gain from volunteering? \_\_\_\_\_  
\_\_\_\_\_

6. Availability / Flexibility:  
How many hours are you available? Each week \_\_\_\_\_ Each month \_\_\_\_\_  
For how long can you commit to these hours? \_\_\_\_\_

7. In the chart below, write the hours (i.e.: 9:00-2:00) you are available to volunteer:  
(Agency hours are Monday – Friday from 8:30 – 4:30, evenings and weekends are not available.)

Monday	Tuesday	Wednesday	Thursday	Friday

8. Please list two references:  
Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

By signing below, you agree to the information above and understand that completion of a Police Reference Check is mandatory for anyone wishing to volunteer at Rosalie Hall.

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Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

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Guardian Consent Signature (volunteers under 16 years old) \_\_\_\_\_ Date \_\_\_\_\_

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Witness Signature \_\_\_\_\_ Date \_\_\_\_\_