

FOOTHILLS ADVOCACY IN MOTION SOCIETY

VOLUNTEER HANDBOOK

November 2003

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Never doubt that a small group of thoughtful citizens can change the world. Indeed, it is the only thing that ever has.

– Margaret Mead

Volunteers are what make non-profit agencies successful. By becoming a volunteer you are making a meaningful contribution that cannot be measured or have a value placed upon it. Your contribution of time, skills, knowledge and participation are making a significant difference in someone's life. A life that may otherwise not be as fulfilled or as satisfying!

You may be actually interacting with a client, participating in a fundraising event or performing a behind the scene's function. Whatever you're doing – we appreciate it and thank you for your devotion, time and talents.

This handbook is meant, as a guide to provide you with information about AIM and some of the roles that you can fill that will help make a difference. It also includes the policies and procedures that are required to protect you as well as our clients. If you have questions or concerns, please let us know.

We welcome your suggestions and input and hope that you will find volunteering a rewarding and satisfying experience. And, most of all, remember to enjoy yourself and to have fun.

Kerri Wilkinson
Volunteer Resource Manager

BRIEF HISTORY

In the late 1970's a group of concerned parents and citizens organized a volunteer driven Association to provide support to persons with disabilities. At that time, there were no options for persons with disabilities beyond local school programs. Prior to this date, individuals were forced to leave their homes and move to Calgary or other larger centers for support services.

On June 2, 1980, the Foothills Association to Aid the Handicapped (FAAH) was officially incorporated under the societies Act of Alberta. One full time staff position plus numerous volunteers provided for the needs of the Association for nearly a decade. The demand for support services continued to grow and on June 30, 1989 the Foothills Employment & Training Centre (FETC) was officially opened. This venture enabled the Association to provide vocational and employment support services to fifteen persons with disabilities.

The number of persons requesting assistance and support continued to increase and on April 26, 1991, the Foothills Association to Aid the Handicapped (FAAH) and the Foothills Employment & Training Centre (FETC) were merged under the entity known as the Foothills Handicapped Association (FHA).

In order to better reflect the broad scope and range of support services provided the Association changed its name to the Foothills Advocacy in Motion (AIM) Society. The Society's slogan "Empowering Persons with Disabilities" conveys the exact purpose, mission and objectives of the organization.

The area served is the Foothills Municipal district and includes all municipalities South and West of Calgary city limits including: Priddis, Millerville, Black Diamond, Turner Valley, Longview, Okotoks, High River, Cayley and Blackie.

MISSION STATEMENT:

Promoting community inclusion of developmentally delayed persons residing in the Foothills region.

The Foothills Advocacy in Motion Society understands that every disabled person has basic needs that must be met; the need to live under a decent standard of living; to love and to be loved in return; to be understood and accepted for who they are; to live and work where self esteem can be enhanced; to form friendships and relationships; to gain skills; to be recognized as the unique individual each person is; to demonstrate strengths and abilities and to receive support for their needs and impairments.

BELIEF STATEMENT:

The Foothills Advocacy in Motion Society (AIM) believes in the declaration that citizenship is the right of persons with disabilities and that every individual has the right to live a life of dignity; to feel accepted by others; to be treated with respect; and to have the opportunity to take risks. Every individual has the right to live in an environment that allows these needs to be met.

The overall goal and purpose of the society is to assist in the integration of disabled persons into existing social and economic structures. To guide and enable the recipient to make informed decisions about his/her needs, goals and objectives; that are directed towards achieving results that are appropriate and the most cost effective.

WE BELIEVE that the consumer and family must be involved in the service planning, with particular emphasis being on rehabilitation.

WE BELIEVE that the right of choice and dignity shall be respected in all stages of service planning and provision.

WE BELIEVE that the consumer should be encouraged to engage in all aspects of society to fulfill themselves and meet their obligations.

WE BELIEVE all consumers without distinction or discrimination shall have the right of services and shall be aimed toward existing services wherever possible; including family, personal and community support networks.

VISION STATEMENT

The vision of the Foothills Advocacy in Motion Society is to advocate and promote a community that freely accepts and includes all persons regardless of disabilities.

FOOTHILLS AIM SOCIETY COMMITTEE GOALS AND OBJECTIVES

Human Resources Committee

1. Review Revenue Sharing Policy
2. Review Staff Benefits
3. Plan an additional staff, Board, client event

Executive Committee

1. Evaluate contract status of Fundraising Coordinator position
2. Undertake succession planning for Executive Director

Program Services Committee

1. Develop strategic plan for aging population
2. Conduct a survey of our families
3. Review respite program
4. Interface with the self-advocate program

Finance Committee

1. Maximize fundraising
2. Revise reserve fund policy and status

Community Awareness Committee

1. Develop a comprehensive strategic plan
2. Implement the plan

Fundraising Sub-Committee

1. New funds (TBA)
2. Reserve funds (TBA)
3. Maintain ongoing grants research
4. Raise funds to complete Handbook project

Foothills Advocacy In Motion (AIM) Society

Organizational Chart: 03/15/04



PROPOSED FUNDRAISING ACTIVITIES AND DATES

May 28, 2004	Golf Tournament
July 1, 2004	Charity Fun Run
Sep 19/20, 2004	Casino
Sept 19, 2004	Motorcycle Charity Run

VOLUNTEER POSITION'S

(a) FUNDRAISING

GOLF TOURNAMENT	<ul style="list-style-type: none">- Hole attendants- Photographer- Snack Tables- Prize Table- Relief and Floaters- Set Up and Take Down- Registration
FUN RUN	<ul style="list-style-type: none">- Set Up and Take Down- Water Tables- Start Line- Finish Line- Time Keepers- Registration- Prize Table
CASINO	<ul style="list-style-type: none">- Chip Runners- Count Room- Banker- Cashier- General Manager <p>(Training provided by Casino)</p>
MOTORCYCLE RALLY	<ul style="list-style-type: none">- Registration- Refreshment Tables- Check Point Attendant- Direct Traffic- Prize Table

In addition to those functions outlined above, all of these events will require volunteers to plan, organize and oversee the events.

(b) CLIENT CONTACT

There are a number of programs that can be enhanced with the help and assistance of volunteers. The activities involved include, but are not limited to: crafts, baking, cleanup supervision, library field trips, coffee, tours (Bar-U Ranch, the Zoo, etc.). Volunteers work with a staff member or job coach and assist clients participating in the activity.

These activities usually take place on Tuesday, Wednesday and Thursday and run from 9:30 to 3:30. Additional training is provided for those volunteers working with clients including orientation and attendance at staff meetings.

There is also the opportunity for volunteers who may share a common interest with a client, such as going to the gym, swimming, etc, to participate in one-on-one activities.

All volunteers have unique skills, knowledge, hobbies, interests and attributes that you may be able to share with a client or group of clients. Please discuss these with a staff member or the Volunteer Resource Manager if you would like to do this.

If you are interested in working directly with clients, please let the Volunteer Resources Manager know.

(c) BOARD OF DIRECTORS

. The positions on the Board of Directors include: President; Vice-President; Treasurer; Secretary; Past-President; Director at Large. As a member of the Board, a Director acts in a position of trust for the community. A Director recognizes his/her role as a member of the Board and does not speak or act on behalf of the Society without the Boards consent.

Requirements of Board membership include but are not restricted to:

1. Commitment to the work of the organization.
2. Develop or bring with knowledge and/or skills in one or more areas of Board governance: policy, finance, programs, personnel, and/or advocacy.
3. Serve on committees.
4. Attendance at monthly Board meetings, General Meetings, and Committee Meetings as assigned.
5. Attendance at meetings of assigned committees.
6. Attendance at Annual General Meetings.
7. Support of, and participation in, fundraising.
8. Must be a member of **Foothills Advocacy in Motion Society**.

Directors serve a two-year term and are elected by the membership at the Annual General Meeting.

If you are interested in joining the Board of Directors, or would like more information, please let the Volunteer Resources Manager or the Executive Director know.

(d) NEWSLETTER

Anyone interested in participating in the preparation and production of the Volunteer Newsletter should contact the Volunteer Resources Manager.

FOOTHILLS ADVOCACY IN MOTION SOCIETY VOLUNTEER POLICIES

CONFIDENTIALITY

Volunteers are expected to respect the confidentiality of its clients. Information regarding clients should not be released to anyone, including parents, unless authorized.

MEDIA

Only the Executive Director is allowed to make comments to the media.

VOLUNTEER CONDUCT

Volunteers must remember at all times that they are a representative of Foothills AIM Society, and act accordingly. Profane language, smoking, and drinking alcohol are prohibited during program hours. A security clearance form must be filled out before volunteering in a program and anyone with a criminal record may be declined from volunteering with the Society. Previous criminal activity may not preclude your involvement but each case will be reviewed individually.

NOTIFICATION OF ABSENCE

The volunteer is required to call the Volunteer Coordinator and relevant staff personnel if applicable, if they will be absent from a program, with as much advance notice as possible. It is extremely important to tell staff if you will be away.

VOLUNTEER TERMINATION

A volunteer will be dismissed automatically for:

- Use of drugs and/or alcohol, or being impaired through the use of drugs or alcohol while engaged in Foothills AIM Society's activities,
- Theft of, or intentional damage to the Foothills AIM Society, staff, and/or client's property,
- Inability to perform duties of a volunteer,
- Breach of confidentiality (i.e. disclosing personal information regarding a client or clients)
- Inappropriate behaviour,
- Inappropriate sexual behaviour,
- Being charged with a criminal offence,
- Two absences without notification.

CONTACT LIST

VOLUNTEER RESOURCE MANAGER	Kerri Wilkinson	646-0086
AIM MAIN OFFICE NUMBER		652-4161
EXECUTIVE DIRECTOR	Vince Kimura	local 223
EMPLOYMENT & DAY SERVICES MANAGER	Gerry McCallum	local 229
INTAKE AND CLIENT SERVICES COORDINATOR	Brad Fowler	local 226
COMMUNITY LIVING MANAGER	Jennifer Mouser	local 225
ADMINISTRATIVE ASSISTANT	Corinne Ellice	local 221