



## Forward House Volunteer Application Form

### Contact Information:

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**Name**

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**Address**

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**Home Phone**

**Cell phone**

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**Email Address**

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**Emergency Contact Name / Relationship**

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**Emergency Contact Phone Number**

### General Information:

**1. How did you hear about Forward House?**

**2. Why are you interested in volunteering at Forward House?**

3. **What personal skills and/or volunteer experience do you have which you believe will make you a suitable candidate for this role?**

4. **What do you hope to gain or learn from your experience volunteering at Forward House?**

5. **Please tell us a little about your educational background.**

6. **What volunteer roles are you most interested in?**

**Food and Meal Preparation** - at Forward House we provide our clients with low cost lunches six days a week and dinner three evenings a week. Food prep includes working with staff to prepare meals and snacks.

**Workshop Facilitation** – Volunteers with appropriate experience are invited to present workshops on a given topic/area of interest. These can be presented as a single event or as a series. Volunteers can also teach a weekly class that will contribute to our clients' physical health and/or mental wellness (e.g. art, music, meditation, yoga).

**Client Support** – this involves working with Forward House staff to engage with and support clients, and can include participating in Forward House programs alongside clients, and/or outreach (e.g. check-in phone calls to clients that may not be accessing our services regularly).

- Driving/Accompaniment** – Forward House has a van for transporting clients on special events and outings. Drivers must provide a clean driver's abstract, and be willing to participate and engage with clients on outings.
- Administrative Support** – this can include graphic design for posters and brochures, distribution and dissemination of information in the community, including the use of social media to promote awareness of Forward House, and office support (e.g. photocopying and collating materials for special projects and presentations).
- Resource Development** – Forward House is involved with several annual community events which require volunteers. Some are for raising awareness and others are for raising funds.
- Research** – this can include research into relevant community resources and information on mental health and addiction, as well as for special projects.
- Governance** – the Board of Directors oversee the governance, finance and strategic direction of Forward House.
- Champion Project Committee** – this involves working with the Board of Directors' committee to engage supporters and champions of Forward House services and programs.

**If you would like to volunteer your time and skills in an area not mentioned, please describe here:**

**7. How many hours per week/month can you commit to volunteering at Forward House?**

If you have been a client of Forward House or of other mental health and addictions service providers, we recommend a gap of 12-24 months between accessing services and becoming a volunteer. The exact length of time may depend on your individual circumstances and at the discretion of Forward House staff.

The following steps are required of Forward House volunteer candidates:

1. Submit a completed volunteer application form by email, by mail, or in person between 10:00 am and 5:00 pm Monday to Saturday.
2. Attend a volunteer interview scheduled with our Volunteer Coordinator.
3. Complete or provide a current Ministry of Justice Criminal Record check.
4. Participate in volunteer training.

**Please read carefully and sign:**

I confirm to the best of my knowledge that the information I have given in this application is correct. I understand and agree that any omission or misrepresentation may be cause for the refusal of volunteer placement. I consent to provide a Ministry of Justice Criminal Record Check to Forward House.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**Thank you for your interest in volunteering at Forward House.**

Physical address: 136 East Hirst Ave., Parksville, BC  
Mailing address: PO Box 752, Parksville, BC, V9P 2T9  
Email: [execdir@forwardhouse.com](mailto:execdir@forwardhouse.com)  
Phone: 250-954-0785