

## Volunteer Application Form

EmotionsBC is a non-profit charity based in British Columbia, Canada that delivers programs and services to enhance the mental health and wellness of people through community support.

If you are interested in joining our team, please fill out this form so that we can get to know you better. Once completed, kindly email it to [info@emotionsbc.ca](mailto:info@emotionsbc.ca) or drop it by our office (Suite 107 – 18515 53<sup>rd</sup> Ave, Surrey, BC, V3S 7A4). After we receive your application, we will contact you and arrange for an interview.

PLEASE NOTE: All information on this form will be kept confidential. Please be advised that, since we work with a vulnerable population, we will require a criminal background check. We will advise how this may be done in the most efficient way.

### PERSONAL INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Employer + Position (if applicable) \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Emergency Contact Information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

### GETTING TO KNOW YOU

1. Why are you interested in volunteering with EmotionsBC?

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2. Do you have any particular skills, special interests or experience that you would like us to know about to help find you the most appropriate and enjoyable position within our organization?

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3. Have you attended any of our EmotionsBC groups or programs before?

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4. Do you have any prior volunteer experience? If Yes, please explain.

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5. In your ideal world, where would you see yourself volunteering?

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6. Please check as many of the following areas you are most interested in volunteering:

- General Administration (office filing, form cataloguing, sending emails, organizing contacts).
- Events (fundraising events, program events, celebratory events).
- Fundraising (anything involving fundraising programs and events)
- Marketing (designing flyers, brochures, newsletters)
- Social Media Representative (follow a social media calendar and write postings accordingly)
- Webmaster (any work related to maintaining an up-to-date website)
- Facilitation of groups and programs (leading or support the leading of any of our groups and programs that we deliver).
- Committee member (belong to a committee that works together to move a particular project forward – planning committee, fundraising committee)

7. What days are you usually available?

Mon: Tues: Wed: Thurs: Fri: Sat:

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8. How many hours are you available per week?

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9. Do you prefer:                      Morning                      Afternoon                      Evening

10. Please describe any physical limitations (if applicable):

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11. Please provide the names and contact information of two character references:

1) Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Relationship: \_\_\_\_\_

2) Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Relationship: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**FOR INTERNAL USE**

Interview Date: \_\_\_\_\_

Interviewer: \_\_\_\_\_

Comments:

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## JOIN OUR TEAM!

“Together We Make an Impact”

### **BECOMING A MEMBER**

The Ethics and Values of Emotions Health and Wellness Society of British Columbia (EmotionsBC) are the foundation of everything we strive for in making an **IMPACT** and in carrying out the organization’s mission and vision.

**I’m Feeling Heard** – Empathy is one of the most important values that we abide by in every aspect of our work.

**My Experiences Are Valid** – Perspective is key in understanding what’s going on for those we are communicating with as well as validating those experiences.

**Powerful Skill Building** – Learning and practicing skills can be empowering in enhancing relationships as well as feelings of hope.

**Ask for Help** – Having the courage to ask for help can be extremely vulnerable. We honour that courage.

**Community is Key** – Knowing that you’re not alone can be one of the most impactful experiences and we want to be that “community” for you to lean in to.

**Thanks and Gratitude** – Being mindful of “this moment” can shift one’s ability to see things as they are right now, without judgment, and can reduce a tremendous amount of suffering.

### **OUR MISSION**

"Through the delivery of wellness programs and support, EmotionsBC provides actionable skills and community connection that is proven to reduce suffering, build hope and transform relationships in all areas of life."

### **OUR VISION**

“We exist to provide accessible supports and mental health and wellness resources in all communities.”

### **ABOUT EMOTIONSBC**

We are a charitable non-profit organization who lead with our lived experience and truly understand what it’s like to be impacted by declining mental health. Because of this, we provide support, education and wellness programs in a supportive, safe and non-judgmental community which is proven to reduce suffering, build hope and transform relationships.

As difficult emotions can be hard to manage and can also create chaotic relationships, being able to share experiences and learn effective skills can be very empowering. Our skills are based on DBT (Dialectical Behavioural Therapy) and EFT (Emotion Focused Therapy) and help people cope better, as well as find other ways to increase emotional, mental and physical health and wellness.

EmotionsBC was founded by Nicole Taylor and incorporated in 2018, and was granted charitable status in 2019. The Society is governed by a Board of Directors who meet on a monthly basis and oversee the Executive Director's activities for the Society.

### WHAT SETS US APART

**Peer facilitated** – we bring our own unique lived experience allowing participants to relate to us.

**Immediate support** by way of our weekly drop-in Support + Skills Groups.

**Easily accessible** – we offer all groups and programs online.

**No referral** is required.

**No payment** is required.

**Ongoing support** – you can attend as many times as you need to.

**Skills Program** – learn skills to help cope with heightened situations as well as improve relationships.

Supports for **families and caregivers, siblings, spouses/partners, parents, friends**, etc. (who have loved one struggling with mental health challenges of any age)

**Supports for individuals** aged 18+ living with mental health challenges

### VOLUNTEERS

Up until now, volunteers have helped EmotionsBC to start achieving goals that are set annually by the Board, as well as to fulfill our Mission and Vision. Here are some areas where volunteer time and skills are appreciated:

- Program Facilitation
- Administration (general, programs, special projects, board, compliances)
- Internet and Technology
- Marketing Committee (Flyers, Social Media + Website Management)
- Fundraising + Events Committee
- Planning Committee
- Membership Committee

If you are interested in being a member of our Society and to contributing to our Mission, kindly complete the attached membership application and submit by email or mail to:

Email: [nicole@emotionsbc.ca](mailto:nicole@emotionsbc.ca)

Mailing Address: #107 – 18515 53<sup>rd</sup> Avenue, Surrey, BC

Office phone: 604-968-6448



## Code of Ethics

This Code of Ethics describes the expectations we have of ourselves and of each other here at EmotionsBC. It articulates the ideals to which we aspire, as well as the principles that should guide us when we make decisions about the most appropriate course of action to take in all our EmotionsBC-related interactions.

The purpose of this Code of Ethics is to instill confidence in EmotionsBC and to help all staff, volunteers, and members become better representatives of the Society. We do this by establishing an understanding of appropriate behaviour. We believe that the credibility and reputation of EmotionsBC is shaped by the collective conduct of staff, volunteers, and members.

We believe that this Code will assist us in making ethical decisions, particularly when faced with difficult situations where we may be asked to compromise our integrity or our values.

The Code of Ethics applies to all employees, members, and/or volunteers.

### **Our Vision:**

We exist to provide accessible supports and mental health and wellness resources in all communities.”

### **Our Mission:**

Through the delivery of wellness programs and support, EmotionsBC provides actionable skills and community connection that is proven to reduce suffering, build hope and transform relationships in all areas of life.

### **Guiding Principles:**

As employees, members, and/or volunteers, we will strive to uphold the guiding principles of EmotionsBC in all our interactions, decisions, and actions. These guiding principles include:

*Principled Behaviour* – We acknowledge the need to be open, honest, and transparent in our relationships. We will treat each other and those we serve with integrity, respect, and compassionate caring.

*Partnerships* – We believe that by forming partnerships and strategic alliances with those who share our vision and guiding principles, we can do more than any of us can do on our own.

*Leadership* – We will endeavour to exercise the skills that form the basis of all our groups and programs, and promote connection by demonstrating courage, compassion, wisdom, and advocacy.

*Learning* – We will honour the need to grow and learn, using an evidence-based approach to guide improvements and constantly evaluate the impact of our work.

*Responsibility* – We are committed to consulting with professional advisors and communities, to promote greater responsibility for providing safe and secure environments for people to learn and connect.

*Accountability* – We will make every effort to be accountable in order to deserve the trust of those we serve. We will measure, track, and report regularly on what we have achieved as well as what we have not.

*Sustainability* – We strive to increase organization awareness and promotion in order to maintain the sustainability of the groups and programs in achieving the society Vision.

### **Ethics + Values:**

Our Code of Ethics is demonstrated clearly in the **Ethics and Values** that guide us in making an **IMPACT** and in carrying out the society’s mission and vision.

**I’m Feeling Heard** – Empathy is one of the most important values that we abide by in every aspect of our work.

**My Experiences Are Valid** – Perspective is key in understanding what’s going on for those we are communicating with as well as validating those experiences.

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### **Liability**

As a volunteer of EmotionsBC, I agree to abide by all policies as spelled out in the volunteer package. I understand that I volunteer at my own risk and neither the organization nor its employees assume any liability for any accidental injury or health problem arising from volunteer work I perform for the organization. I agree that all work I do is on a volunteer basis and I am not eligible to receive any monetary payment or reward.

I have read, understand and agree to the above:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Witness: \_\_\_\_\_



## MEMBER INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

EmotionsBC complies with all applicable legislation regarding the protection of personal information of our members. Please refer to EmotionsBC for our privacy policy.

## MEMBERSHIP AGREEMENT

I, \_\_\_\_\_ agree:  
(please print)

- to uphold the aims and vision of the Society as outlined in the Mission and Vision of the EmotionsBC
- to uphold the Constitution of the Society and to comply with the EmotionsBC Bylaws and Ethics and Values Policy
- to raise questions and concerns using the appropriate internal channels within the Society, including the Board of Directors

I understand that as a Voting Member in good standing of the EmotionsBC, I will be entitled to:

- stand for election to hold office as per the Directors' Application Process
- attend, vote, and speak at general meetings of the Society
- have access to members' online resources

I acknowledge that my membership with EmotionsBC is limited to a one-year term, ending March 31<sup>st</sup>, renewable upon payment of the requisite dues and that acceptance as a new Member is subject to the review and decision of the Board of Directors.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## MEMBERSHIP FEE AGREEMENT

New                       Renewal

I am applying for the following type of membership and I am 18 years of age or older:

Annual Member (Dues: \$20)

### Payment Options

Please check one:             Etransfer ([accounting@emotionsbc.ca](mailto:accounting@emotionsbc.ca))  
 PayPal  
 Cheque  
 Cash

### Additional Gift Options

I would like to contribute a one-time special gift of \$\_\_\_\_\_ to help the EmotionsBC to promote hope and wellness through support, education, wellness programs and community connection.

Thank you for your membership with EmotionsBC. Your dues qualify for a charitable donation tax receipt which will be sent to you by email. (Charitable Registration #728239112RR0001)

### Privacy Statement

EmotionsBC does not sell, trade or otherwise share its mailing lists. We will use your address and/or email address to keep you informed of activities, including programs, services, special events and funding needs. However, if at any time you wish to be removed from our list, please contact EmotionsBC. For more information, please visit our website at [emotionsbc.ca](http://emotionsbc.ca). Please allow 30 business days for us to update our records accordingly. Thank you.

### For Internal Use Only

Approved by \_\_\_\_\_

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