



## VOLUNTEER REGISTRATION FORM

Registration forms must be completed for each individual volunteer. If you wish to volunteer as a group, please attach individual registration forms and submit them together. We will do our best to schedule volunteers in their preferred shifts and groups but this will not always be possible. **If you have already been recruited for a Telethon 35 volunteer position, please note the position and contact person on the registration form.**

Confirmation of activity and shift information will be sent to volunteers by email prior to Telethon weekend. Training will be provided on site in advance of your shift. **Only those receiving confirmation will be registered as volunteers.**

**Please print clearly.**

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

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

Work Phone: \_\_\_\_\_ Ext.: \_\_\_\_\_

Cell and/or Home Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

**Confirmation can be sent to the following contact on my behalf:**

Contact Name: \_\_\_\_\_ Organization: \_\_\_\_\_

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

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Fax: \_\_\_\_\_

Did you volunteer for Telethon 2018?  Yes  No

How many years have you volunteered for Telethon? \_\_\_\_\_

Are you interested in volunteering for other IWK Foundation Events?  Yes  No

Etes-vous capable de prendre les renseignements en FRANÇAIS?  Oui  Non

**Return completed form to:**

glenda.hoskins@iwk.nshealth.ca or Attn: Glenda Hoskins, IWK Health Centre, 5850/5980 University Avenue, P.O. Box 9700, Executive Offices Halifax, Nova Scotia B3K 6R8 (Tel: 902.470.6613, Fax: 902.492.1446)

*\*\*\*Please read and sign the below confidentiality clause.*

**Confidentiality Clause:**

I understand that as a volunteer of the IWK Foundation, I will have access to confidential information concerning the IWK Foundation, its employees, donors and the IWK Health Centre. I further understand that disclosure or misuse of such information is strictly forbidden.

I confirm this acknowledgement through my signature \_\_\_\_\_

**For Foundation Use Only**

Corporate Volunteers only: IWK Foundation Signature: \_\_\_\_\_

(Must be signed)

<b>VOLUNTEER ACTIVITIES</b> Indicate 1 <sup>st</sup> , 2 <sup>nd</sup> choice for Multiple ACTIVITIES (e.g. Registration and Phones)	<b>SHIFT # - DATE &amp; TIME</b> Indicate 1 <sup>st</sup> , 2 <sup>nd</sup> choice etc. for Multiple Shifts	
	<b>Saturday, June 1<sup>st</sup></b>	<b>Sunday, June 2<sup>nd</sup></b>
<b>Registration</b> Checking in volunteers.	<input type="checkbox"/> #1 6:00 PM – 9:30 PM	<input type="checkbox"/> #2 6:30 AM – 9:00 AM <input type="checkbox"/> #3 9:00 AM – 1:00 PM <input type="checkbox"/> #4 1:00 PM – 4:30 PM
<b>Computer Input</b> Entering names and towns for screen roll - spelling and keyboard skills essential. <i>*You will be asked to arrive 10 minutes before the start of your shift.</i>	<input type="checkbox"/> #1 7:30 PM – 9:30 PM <input type="checkbox"/> #2 9:30 PM – Midnight <input type="checkbox"/> ALL SHIFTS	<input type="checkbox"/> #3 7:30 AM – 10:30 AM <input type="checkbox"/> #4 10:30 AM – 1:30 PM <input type="checkbox"/> #5 1:30 PM – 4:30 PM <input type="checkbox"/> #6 4:30 PM – 7:00 PM
<b>Phones</b> Pledge takers with spelling skills and ability to print clearly and legibly. Please note that you must be 16 years of age or older to volunteer on a phone shift.  <i>*You will be asked to arrive 45 minutes before your "On Air" time.</i> <i>15 minutes for Registration and 30 minutes for Phone Training</i>	<b>On Air Time*</b> <input type="checkbox"/> #1 7:00 PM – 9:00 PM <input type="checkbox"/> #2 9:00 PM – 11:00 PM	<b>On Air Time*</b> <input type="checkbox"/> #3 7:30 AM – 9:00 AM <input type="checkbox"/> #4 9:00 AM – 10:30 AM <input type="checkbox"/> #5 10:30 AM – 12:00 PM <input type="checkbox"/> #6 12:00 PM – 1:30 PM <input type="checkbox"/> #7 1:30 PM – 3:00 PM <input type="checkbox"/> #8 3:00 PM – 4:30 PM <input type="checkbox"/> #9 4:30 PM – 6:00 PM
<b>Hospitality</b> Feeding and nurturing of the volunteers.	<input type="checkbox"/> #1 6:30 PM – 9:00 PM <input type="checkbox"/> #2 9:00 PM – 11:00 PM	<input type="checkbox"/> #3 7:30 AM – 9:30 AM <input type="checkbox"/> #4 9:30 AM – 12:30 PM <input type="checkbox"/> #5 12:30 PM – 3:30 PM <input type="checkbox"/> #6 3:30 PM – 6:30 PM
<b>Way Finder</b> Taking people from place to place.	<input type="checkbox"/> #1 6:00 PM – 9:30 PM	<input type="checkbox"/> #2 6:30 AM – 9:00 AM <input type="checkbox"/> #3 9:00 AM – 1:00 PM <input type="checkbox"/> #4 1:00 PM – 4:30 PM
<b>Post Telethon Party</b> Decorating and hosting the party to beat all parties to thank volunteers and staff.	<b>SUNDAY ONLY</b>	<input type="checkbox"/> #1 1:30 PM – 4:30 PM <input type="checkbox"/> #2 5:30 PM – 8:30 PM <input type="checkbox"/> #3 9:00 PM – 11:00 PM
<b>Youth &amp; Philanthropy</b> Setting up, welcoming/hosting, having fun.	<b>SUNDAY ONLY</b>	<input type="checkbox"/> #1 9:00 AM – 1:00 PM

Not all areas will be busy at all times. Please be prepared for quiet times.