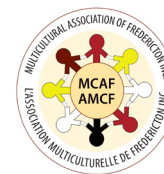


**Multicultural Association of Fredericton Inc. (MCAF)**  
**L'Association multiculturelle de Fredericton Inc. (AMCF)**

28 rue Saunders Street, Fredericton, NB, E3B 1N1  
Tel/Tél: (506) 454-8292 Fax/Télé: (506) 450-9033  
Email/Courriel: mcaf@mcaf.nb.ca



Thank you for applying to be a volunteer at MCAF. In order to process your application in a timely we ask that you submit the follow documents together. Use the **REQUIRED DOCUMENTS CHECKLIST** below to stay organized.

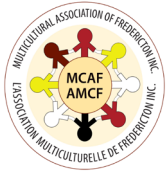
✓	<b>REQUIRED DOCUMENTS CHECKLIST:</b>
	MCAF volunteer application form
	Updated resume <b>OR</b> brief summary of work history including volunteer experience
	Volunteer references – 3 requested, e.g. – volunteer supervisor, employer/supervisor, co-worker/colleague, etc. Please <b>DO NOT</b> use family members as references
	Volunteer Confidentiality Agreement, Rights & Responsibilities <b>READ &amp; SIGNED</b>
	Criminal Record Check <b>including the Vulnerable Sector Check</b>

- Please provide your name as it appears on any government document, driver's license, etc.
- Please be advised that a security clearance is requested as part of the MCAF application process. If a support letter is requested by Fredericton Police or RCMP, et us know and we will provide one for you.
- As this takes approximately **two weeks** for return of the CRC w/VSC, we ask you to tend to this at the onset of the application process.
- Volunteers are encouraged to make a minimum of 6-month commitment for the roles as described on the next page.

We look forward to welcoming you among the growing circle of MCAF Volunteers!

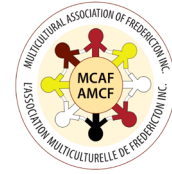
***For more information, contact:***

Community Connections Liaison  
Multicultural Association of Fredericton Inc. /L'Association Multiculturelle de  
Fredericton Inc  
28 Rue Saunders St, Fredericton, NB, E3B 1N1  
community-liaison@mcaf.nb.ca  
(506) 471-4810



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**VOLUNTEER PROGRAMS**

**Please select which volunteer opportunities you are interested in:**

**FIRST FREDERICTON FRIEND(S)**

Volunteers (Canadian-born and/or settled immigrants) will be matched with **newly arrived newcomer(s)** to meet once a week for two hours or more for a period of 6 months. MCAF will try to match you with a newcomer(s) with similar interests and the same gender.

First Fredericton Friends support newcomers by:

- Offering social support and introduction to the community
- Introducing their newcomer friend to places and people in the community (ex. markets, grocery stores, community events/activities, recreational activities, parks, and other places/activities of interest)
- Assisting and supporting their practice in English conversation skills
- Sharing and learning about each other's traditions and customs
- Exchanging ideas, information and resources

**TUTORS: ENGLISH and/or FRENCH**

**Youth \_\_\_ Adult \_\_\_**

English and French tutors meet weekly with newcomer participants individually or in small conversation groups. They provide opportunities for newcomers to practice their English or French.

**MENTORSHIP**

**Youth \_\_\_ Adult \_\_\_**

***Professional/Career mentors***

As a mentor you would share knowledge about your occupation/profession, the local labor market and community with newcomers of the same or comparable occupations/professions and also provide opportunities to actively participate in the process of community building.

As a mentor, you would

- promote professional connections
- help internationally-trained professionals build confidence and identify realistic career goals
- provide insight into the professional terminology used in the local industry
- provide insight into the work culture in New Brunswick

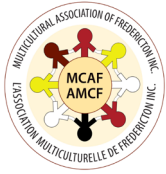
**SPECIAL EVENTS**

**Youth \_\_\_ Adult \_\_\_**

MCAF holds various special events throughout the year. Volunteer roles are varied in responsibility and duration and are vital to the successful execution of the events. Required skills vary depending on the role and event. Ability to effectively interact with members of the public, staff and other volunteers is a definite asset.

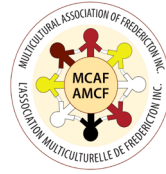
**Other**

**Please specify: \_\_\_\_\_**



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**MCAF VOLUNTEER APPLICATION FORM**

Title: Mr.  Mrs.  Ms.  Dr.  Mx.

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone (home): \_\_\_\_\_ Country of Origin: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Place of work: \_\_\_\_\_

Phone (work): \_\_\_\_\_ May we call you at work: YES \_\_\_\_\_ NO \_\_\_\_\_

School: \_\_\_\_\_

Identify your age group: 15 and under  16-25  26-40  41-64  65 and above

**Languages spoken:**


**Please indicate what days and times you are available:**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

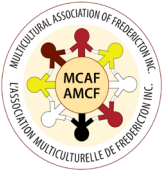
**Why are you interested in volunteering at the Multicultural Association of Fredericton?**

\_\_\_\_\_

\_\_\_\_\_

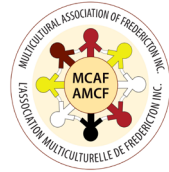
**\*\*\*For First Fredericton Friends, please indicate any family members who will be involved with your match. Each of the involved family members should fill out a separate application form and submit a recent (no older than 6 months) criminal record check with the vulnerable sector.**

Name	Ages	Areas of Interest
1.		
2.		
3.		
4.		



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- For this section, please check box if you prefer to include an updated resume with your application.
- For those NOT including an updated resume, please fill out the next section below.

**Applicable skills/hobbies/work experience:**

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**Volunteer/work history**

Organization/employer	Position	Time Frame (Month/Year)
1.		
2.		
3.		
4.		
5.		

**References**

Name/Employer/Volunteer Supervisor	Email	Phone
1.		
2.		
3.		

**AUTHORIZATION & CONSENT:**

**By submitting this application, I agree that the information I have provided on the form is true and accurate. Furthermore, I understand and agree that submitting this application form does not automatically register me as a volunteer. It is policy of Multicultural Association of Fredericton Inc to screen all prospective volunteers. I also understand that I will need to submit a criminal record check, including vulnerable sector.**

**Signature of Applicant:** \_\_\_\_\_

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

***AUTHORIZATION & CONSENT CONTINUED:***

**Parent/Guardian Signature required for Volunteers under the age of 16:**

**By signing this Volunteer Application, I the parent/legal guardian grant permission for my child to work as a volunteer with Multicultural Association of Fredericton Inc and understand the obligations as aforementioned.**

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MCAF VOLUNTEER & CONFIDENTIALITY AGREEMENT**

I understand that the newcomer that the newcomer(s)/volunteer relationship should be based on respect, equal partnership, and shared participation in activities. Participation by both volunteer and newcomer(s) is strictly voluntary and either party has the right to terminate the relationship at any time.

**As a volunteer with the Community Connections Program, I understand and agree to the following:**

1. Barring any unforeseen circumstances, I will do my best to maintain a commitment to the program for a minimum of six months, unless special circumstances arise and I cannot continue the program. In the event this does occur, I will ensure to contact the program liaison and inform them of my status. Any time given after the six-month duration is strictly my choice to continue in the program.
2. I will try and maintain weekly or bi-weekly contact with the newcomer whom I am matched with, or ensure that the program liaison and/or the newcomer's Settlement worker, is notified of my unexpected absence if it is for a long period of time.
3. I will communicate with the program liaison monthly, or more if need-be, to keep them updated regarding the match.
4. I will not use the Community Connections Program as a means of pursuing a romantic or sexual relationship.
5. I will not use this newcomer match to promote political or religious beliefs that I may currently hold, nor will I use this relationship for any personal financial gain.
6. I understand that I may provide input into which newcomer I am matched with, but that ultimately all match selections must go through the program liaison and coordinator. I will not self-match with other newcomers once I am in the program.
7. I will, at all times, respect the right to privacy of the individual or family with whom I am matched with. I will treat any personal information about the newcomer with confidence and not disclose such information without their permission. I will not post photos of the newcomer (s) and/or their families on any social media platforms without permission received from said family(s).
8. I understand that the volunteer programs are not liable for any injury or mishap which may befall me in the course of carrying out my responsibilities for the program.
9. I understand that I must notify the on-duty staff/volunteer program coordinator if I have special conditions (medical, physical, or other), which may influence me performing the assigned duties.

Print name: \_\_\_\_\_

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

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

**For volunteers less than 16 years of age:**

I agree to give permission for my child to participate in volunteer activities for Multicultural Association of Fredericton Inc, and to receive emergency treatment, if necessary. I hereby release the Multicultural Association of Fredericton Inc, from all claims arising from any accident, loss, injury, which are caused by or arising from such participation or treatment.

Parent/Guardian Name (Please print): \_\_\_\_\_

Home or Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

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

**VOLUNTEER RIGHTS & RESPONSIBILITIES**

**1. THE RIGHT TO BE TREATED AS A CO-WORKER:**

-Not just for free help.

**2. THE RIGHT TO A SUITABLE ASSIGNMENT:**

-With consideration for personal preference, temperament, life experiences, education, employment background, and available time.

**3. THE RIGHT TO KNOW AS MUCH AS POSSIBLE ABOUT MY AGENCY, OR CURRENT SERVICES PROVIDED:**

-Its Policies, its People, its Programs.

**4. THE RIGHT TO PREPARE FOR THE VOLUNTEER OPPORTUNITY:**

-Orientation that is thoughtfully planned and effectively presented.

**5. THE RIGHT TO ONGOING TRAINING FOR THE VOLUNTEER OPPORTUNITY:**

-Follow-up to initial orientation: information about new development and training for greater responsibility.

**6. THE RIGHT TO SOUND GUIDANCE AND DIRECTION:**

-By someone who is experienced, patient, well-informed and thoughtful, and who has time to invest in giving guidance.

**7. THE RIGHT TO BE HEARD:**

-To have a voice in suggestion of future planning, feel free to make suggestions, and to have respect shown for an honest opinion.

*\*Particular rights and responsibilities have been derived from The Volunteer Service Procedure Manual, Ministry of the Solicitor General Alberta.\**

**I have read and understand my volunteer rights and responsibilities brought forward by the Multicultural Association of Fredericton Inc. I am at liberty to voice any concerns I may have any time during my volunteer opportunity.**

Print name: \_\_\_\_\_

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

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

**How did you learn about MCAF volunteering opportunities?**

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**AUTHORIZATION AND RELEASE FORM**

I, the undersigned, \_\_\_\_\_ authorize the Multicultural Association of Fredericton Inc. (MCAF) to use images of me and/or of my child for:

- The reports to the Funders
- Media Coverage
- MCAF Newsletters
- the Annual General Reports
- MCAF web site
- MCAF brochures
- MCAF promotions and presentations

I agree that the Multicultural Association of Fredericton, Inc (MCAF), shall not be liable for any consequences to myself/my family resulting from the above listed.

I have read and understood the above INFORMED AUTHORIZATION AND CONSENT AGREEMENT.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

NOTE: I have translated the above information into the first language of the parent and assured that it was understood.

\_\_\_\_\_  
**Signature of the interpreter**

\_\_\_\_\_  
**Date**