

Volunteer Application

Contact Information

Name	
Street Address	
City, Province, Postal Code	
Home Phone	
Work Phone	
E-Mail Address	

Availability

Which hours are you available for volunteer assignments?

Monday	Tuesday	Wednesday	Thursday	Friday	Weekends

Volunteer Opportunities

We have several volunteer projects, some which must be completed at our Toronto office. Volunteers with access to email have a number of opportunities to choose from.

	Administration: a few hours a week to assist with product order fulfillment, mailings, and data entry in office. Must be in the Greater Toronto Area for most tasks.
	Donation Drive: assist with enhancing donation drive efforts. Can work through email and phone communication.
	Membership Drive: assist with the development of a strategy to increase membership. Make follow up calls to potential and renewing members. Email and phone communication.
	Food & Product Labelling: provide updates on food labelling legislation - international and domestic. Assess corporate communications about anaphylaxis policies. Can work through email and phone communication.
	Product Review: write book reviews (anaphylaxis) and provide feedback on items for resale through Anaphylaxis Canada. Participation can be through email and phone communication.
	Corporate Communications: assist with the development of corporate communications: writing and editing content of web site and publications. Can work through email and phone communication.
	Support Groups: looking for individuals to organize groups in local communities. Must be members of Anaphylaxis Canada.
	Web Committee: looking for experience website designers who can critique our website, ensuring functionality and contents are current.
	Silent Auction Administration: assist with our Silent Auction during the months of February and March. Duties included recording the items donated, preparing the bid sheets, auction booklet and signage. Strong computer skills required.
	Newsletter Committee: looking for individuals with strong written and verbal skills to manage our Anaphylaxis Canada Newsletter. Individuals will assist in coordinating articles, writing and editing.
	Computer Training: we require a skilled computer trainer who can train our staff and volunteers, e.g. PowerPoint, Word, Excel.

Special Skills or Qualifications – Optional

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports. Or attach current C.V.

Previous Volunteer Experience

Summarize your previous volunteer experience.

Person to Notify in Case of Emergency – Office only

Name	
Home Phone	
Work Phone	
E-Mail Address	

Our Policy

In order to ensure that our volunteer opportunities are the right fit for you, an Anaphylaxis Canada representative will follow up by email or phone call to discuss your interest and our needs. We appreciate that volunteers are giving up their personal time to make a difference. We want to make sure that there is a match between your interest, experience, and skills with our requirements.

All volunteers are asked to review the Anaphylaxis Canada Policy Handbook and return a signed certificate of acknowledgement.

We understand that your time is valuable and we really appreciate the time you are taking to complete this form. *Thank you for your interest in volunteering with Anaphylaxis Canada.*

Anaphylaxis Canada • 2005 Sheppard Ave. E. Suite 800 • Toronto, Ontario M2J 5B4 • Tel: 416-785-5666
Toll Free: 1-866-785-5660 • Fax 416-785-0458 • info@anaphylaxis.ca • www.anaphylaxis.ca