

Memorandum of Understanding

Between Volunteer Comox Valley and _____

Purpose:

The purposes of this memorandum of understanding are to:

1. Support businesses interested in contributing to the community and acknowledge the many benefits of businesses collaborating with community organizations.
2. Encourage, accommodate, and recognize employees who are interested in contributing to the community or have been contributing in some capacity.
3. Establish an administrative protocol for the operations of community engagement including a report and tracking process.

Provide Time Off

Because lack of time is the leading barrier to volunteering (Hall et al., 2006) one of the most important ways that I can support employee volunteering is to allow my employees to adjust their work schedules to accommodate their volunteer activities or provide time off work – with or without pay – for the purposes of volunteering. Requests for time off would be pending approval by human resources or the equivalent.



Provide Information

I understand that, according to Volunteering in Canada Survey - Statistics Canada (2012), 45% of non-volunteers had not become involved because no one had asked them to. I will ask employees if they have considered volunteering, and provide them with the following information upon further engagement of interest:

1. Volunteer Comox Valley brochure, business card, computer to access online volunteer directory located at www.volunteercomoxvalley.ca
2. Local one-time community events that may require volunteers.
3. Directly arrange appointment to meet with a Volunteer Advisor at Volunteer Comox Valley upon the earliest available date.

Provide Supplies and Materials

I understand that employees may need materials and supplies from time to time to deliver a volunteer initiative in the community. I will make it aware to employees that support may be available as needed.

An employee might need some of the following to organize a community event:

- Canopy Tents
- Folding Tables and Chairs
- Catering Equipment
- Table Cloths
- Sound Equipment



Unit C - 450 Eighth Street
Courtenay, BC
V9N 1N5

Recognition

The most important form of volunteer recognition is to make it aware that their contribution is making a difference. I will recognize and appreciate my employee's contribution to the community either formally or informally and on a regular basis.

Promotion

Volunteer Comox Valley will acknowledge your business on our BRAVO project page for contributing volunteer time to a charity of your choice. Likewise, Volunteer Comox Valley suggests promoting volunteer recruitment for charities you are most passionate about.

Raise awareness about volunteerism and help promote a charity you are passionate about.

- Utilize Facebook, Twitter, and other forms of social media.
- Organize employees to support a charity event by volunteering.
- Put up charity event posters in

Administrative Protocol

I understand that in order for this project to be successful internal business protocol must be developed to track effective volunteer engagement and recognize employee contributions to the community. Volunteer Comox Valley recommends the following protocol:

1. Designate and orientate an employee responsible for the operations of community engagement.
2. Provide basic information about volunteering in the community during employee orientations. Include this information in the employee handbook.
3. Encourage, but not force, employees to contribute on a semi-regular basis.
4. Develop a report and tracking process in order to properly recognize employees and make Volunteer Comox Valley aware of any successful volunteer placements. Ask employees to track hours spent volunteering, and ask non-profit organization's Volunteer Coordinators or Volunteer Comox Valley to sign off on reported duties.

In 2010, five million employed Canadians reported receiving support from their workplaces to volunteer in the community.

Benefits

I understand this project has a multitude of benefits for my business including by not limited to:

1. **Improved Public Image** My business' public image results from the cumulative way in which the community interprets its practices and communication. If received favorably, my image is likely positive, wholesome, family-friendly and associated with high quality products or services.
2. **Improved Employee Morale** Employee morale correlates to work ethic. The benefits of volunteering can make my employees stronger and improve cooperation amongst employees.
3. **Improved Relations** Work satisfaction will increase and employees will be happier with having me as an employer.
4. **Public Recognition** Upon signing this Memorandum of Understanding, Volunteer Comox Valley will list my business as a participating partner in this project and annually recognize my commitment to improving volunteerism within this community.

Following consultations between both parties, I understand that this memorandum of understanding may be terminated at any time. This Memorandum of Understanding may be amended at any time by agreement in writing by both parties. This Memorandum of Understanding represents a mutual understanding of both parties, but does not create any legally binding obligations. This Memorandum of Understanding shall take effect upon signatures by both parties listed herein.

X

Volunteer Comox Valley
Executive Director

Date:

X

Business Partner
Business Manager / Owner

Date:



National Volunteer Week 2015 - Great Big Scavenger Hunt Participants

More Information

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