



Saskatoon Friendship Inn
619 20th Street West
Saskatoon SK S7M 0X8
Phone: (306) 242-5122
Fax: (306) 242-1291
E-mail: friendship.inn@shaw.ca

Volunteer Application Form

Name: _____ Date: _____

Address: _____ Telephone (#1): _____

Postal Code: _____ Telephone (#2): _____

Email: _____

Can we add you to the newsletter mailing list? email letter mail

Do you have any previous work experience with the Friendship Inn? _____

If yes, please describe: _____

Why would you like to volunteer at the Friendship Inn? _____

Briefly describe your skills and education that apply to volunteering at the Friendship Inn:

How often do you anticipate you will come in to volunteer?

- 1) Weekly
- 2) Monthly
- 3) Whenever my schedule allows
- 4) More than once/week

Please Supply two character references:

Name: _____ Name: _____

Email: _____ Email: _____

Telephone: _____ Telephone: _____

***Volunteers over the age of 18 must also provide a **Criminal Record Check** report issued within the last 6 months. A criminal record check is offered free of charge by the Saskatoon Police Service with a signed letter from the volunteer organization. To get your letter signed by the Volunteer Coordinator drop by the Friendship Inn Monday-Friday 8am-2pm, or call 306-242-5122 to make other arrangements.*



Saskatoon Friendship Inn
619 20th Street West
Saskatoon SK S7M 0X8
Phone: (306) 242-5122
Fax: (306) 242-1291
E-mail: friendship.inn@shaw.ca

Letter of Confidentiality

I _____ understand that everything that happens at the Saskatoon Friendship Inn is confidential and that I am not to repeat names or specific situations that happen at the Inn to anyone outside of the workplace. I will always have the best interest of the Friendship Inn in mind.

I may, on occasion, tell a story about something that happened at the Inn, but no names are to be used outside of the Friendship Inn. Failure to comply with this agreement is reason for dismissal.

Signed _____

Dated _____

Removal of Goods from the Saskatoon Friendship Inn

No food or other goods are to be given away to staff, volunteers, or fine-option workers. Here are the details of the removal of goods policy of the Friendship Inn:

- All items donated to or purchased by the Saskatoon Friendship Inn are the property of the Inn.
- **Under no circumstance** are staff allowed **to take for their personal use or give to others, ANY property of the Inn.**
- All staff are responsible to ensure that no volunteers or fine-option personnel take items belonging to the Inn and any incidents of theft must be reported to the Executive Director immediately.
- Any items not required by the Inn will be donated to a suitable organization/families/individuals to be determined by the Executive Director.
- The Executive Director may, at her discretion, allow staff to take items not needed by the Inn.

Surveillance cameras are located inside the Inn and are being monitored on a 24-hour basis. Any future incidents where staff members are caught taking or giving away any property of the Inn except as outlined above will be considered theft and will be grounds for immediate dismissal. Any volunteers or fine-option personnel caught stealing will be immediately banned from volunteering/working of their fine, and will not be allowed back in the Inn unless attending as a guest.

I have read and understand this policy.

Signed _____

Dated _____



Saskatoon Friendship Inn

619 20th Street West

Saskatoon SK S7M 0X8

Phone: (306) 242-5122

Fax: (306) 242-1291

E-mail: friendship.inn@shaw.ca

Saskatoon Friendship Inn Volunteer Program

The Saskatoon Friendship Inn relies on community wide partnerships and support in fulfilling its commitment to regular meal service. We are fortunate to have an incredible volunteer base to help carry out our daily needs. The following are expectations that we have implemented to make the Saskatoon Friendship Inn and enjoyable experience for everyone.

Our hours of operation are from 7:00 am to 3:00 pm daily. When you come in for your shift you **MUST** sign into our volunteer sign in book in the reception area.

The kitchen breaks for lunch from 11:00 – 11:30. You are invited to join us for lunch at this time.

The Saskatoon Friendship Inn has a dress code in accordance with health and safety guidelines. The following **cannot be worn**: short shorts, sleeveless tops/ tank tops, sandals or opened toe shoes. Apron, gloves and hairnet are supplied and must be worn at all times. Cell phones and headphones are not to be used during the day.

Anything that is donated to the Saskatoon Friendship Inn is considered property of the Saskatoon Friendship Inn and taking of these items will be treated as theft.

As a volunteer guests may ask you for items from the kitchen. When approached by a guest please refer the guest or the request to a staff member that is on duty. Volunteers are not to get **ANY** item from the kitchen or storage areas for a guest.

Volunteers need to consider their own personal safety and wellbeing when at the Saskatoon Friendship Inn. **Please do not** offer rides the guests, give out personal phone numbers to the guest or accept phone numbers from the guest. Money and cigarettes are not to be loaned or given to the guests either.

Thank you for your cooperation and we hope you find your volunteer work at the Saskatoon Friendship Inn enjoyable and rewarding.

I, (print name) _____ hereby understand and agree to the all of the above statements.

Date: _____

Signature: _____