

## Unified Support Centre Volunteer Contract

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### General Responsibilities

To obtain the required police background check in the vulnerable sector prior to commencing volunteer duties.

To possess full vaccination against the COVID-19 virus prior to volunteering in-person, to pursue additional booster shots in a timely manner as recommended by Health Canada, and to submit proof of the above.

To volunteer a minimum of twelve (12) hours a month and to be scheduled for a minimum of one (1) recurring four (4) hour shift a week, including one (1) shift during the scheduled exam period of both the fall and winter semesters.

To inform a coordinator of an absence at least twenty-four (24) hours before the shift is to take place. Failure to complete this will result in removal from the Unified Support Centre after two (2) unreported absences, notwithstanding extraordinary circumstances.

### Daytime Shift Responsibilities

To provide emergency food support by preparing and distributing food hampers to eligible requestees, and to offer all daytime services according to Unified Support Centre procedures.

To complete all required food hamper tracking forms, including the Ottawa Food Bank link2feed intake form, for each food hamper recipient.

To thoroughly clean and organize one aspect of the Unified Support Centre's food storage space, to be determined by the weekday the shift occurs on, using the provided cleaning materials.

### Evening Shift Responsibilities

To support Unified Support Centre staff with food hamper preparation for thirty (30) minutes during each shift where such assistance is required.

To patrol campus for thirty (30) minutes alongside a partner during each shift.

To provide a safe and courteous walk to any individual's destination or to the boundary of Foot Patrol limits upon request. Volunteers completing a safe walk started within their scheduled shift agree to remain on shift until the safe walk has been completed.

To remain in uniform alongside a partner at all times while acting as a Foot Patrol team outside of the Unified Support Centre office, while ensuring the safe use and return of all Foot Patrol equipment.

### Volunteer Conduct

To refrain from consuming alcohol or non-medicinal drugs for twelve (12) hours prior to, or during, a shift.

To ensure the cleanliness of the Unified Support Centre office, including but not limited to properly disposing of waste resulting from the consumption of food or drinks.

To ensure all entertainment within the Unified Support Centre office is appropriate and agreed to by all volunteers currently present at that time.

To solely smoke cigarettes or e-cigarettes in a designated smoking area, outside of uniform, during a time that does not interfere with Unified Support Centre service delivery.

To keep the details of any incident strictly confidential, including but not limited to the names and descriptions of individuals involved.

To keep the personal information of all service users strictly confidential.

To refrain from discussing any aspect of the Unified Support Centre with any media organization.

To refrain from consuming or removing food products intended for emergency food support or other Unified Support Centre programs. Volunteers are welcome to request food assistance by following Unified Support Centre client procedures while off shift.

To abide by all Unified Support Centre procedures and policies, such as those outlined in training documents, as well as all Carleton University Students' Association rules and regulations.

### Incident Resolution

To immediately contact Unified Support Centre dispatch and/or Campus Safety Services upon witnessing an incident, and to follow the instructions of Campus Safety Services, police, ambulance, or fire department personnel upon their arrival.

To record as many details about an incident in progress as possible, provided it is safe to do so.

To refrain from physically intervening any incident involving physical violence, or a situation where an escalation to physical confrontation is likely, and to immediately contact dispatch upon witnessing either aforementioned situation.

Waiver

I agree to indemnify, save and hold harmless the Carleton University Students' Association, Carleton University, Unified Support Centre, and the Unified Support Centre Administrator, coordinators(s), Sentinels, and volunteers from any and all judicial and extra-judicial fees and disbursements, damages, awards, and settlements which may arise from any of my acts or omissions.

I agree to release the Carleton University Students Association, Carleton University, Unified Support Centre, and the Unified Support Centre Administrator, coordinators(s), Sentinels, and volunteers from liability for any injury or loss sustained by me during the course of my performance of the above-mentioned duties. Such injuries or loss may include, but are not limited to, injury or loss arising as a result of any act or omission by a Unified Support Centre volunteer, service user, or member of the general public, and any injury or loss caused directly or indirectly by any equipment provided by the Unified Support Centre.

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I, \_\_\_\_\_, hereby acknowledge my understanding of and agreement to the Unified Support Centre Volunteer Contract for the position of Unified Support Centre Volunteer, and have fully read and understood this document. I acknowledge that the violation of any aspect of this contract can lead to my dismissal from the Unified Support Centre without notice or explanation, as well as further legal action. I grant the Unified Support Centre, a Carleton University Students' Association service center, the right to disclose my full name and student number to Carleton University, including but not limited to Campus Safety Services, to complete the Unified Support Centre volunteer background check process. I also grant the Unified Support Centre the right to use my picture and likeness, including but not limited to the creation of Unified Support Centre or Carleton University Students' Association promotional material.

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

USC Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_