

SKETCH

Volunteer Agreement

Volunteer's Name:

Phone number:

Email:

Program Information

Program connected with:

Direct Supervisor / SKETCH Contact:

Dates & times for initial volunteer period:

Description of role:

Emergency Contact Information

Please give us the contact information for someone we can contact in case of an emergency:

Name:

Relationship:

Phone number:

Email:

Optional Photo / Video / Audio Consent

I grant SKETCH the absolute right and permission to publish, copyright and use pictures of me or my artwork for educational and promotional activities without compensation. These may be printed in print or electronic media, such as brochures, reports, promotional materials, and/or websites or social media.

Date:

Signature:

Tell us a little about yourself!

We ask everyone involved with SKETCH – including youth, staff and volunteers – to share some information with us about yourselves so we can get a picture of who is involved with SKETCH. This is part of our commitment to equity and ensuring that we're as accessible an organization as possible... there's so much diversity in Toronto and we want to make sure we reflect that! Please help us by answering the questions below. We won't share your personal information, we only share the overall trends about which communities are engaging with SKETCH.

Name: _____

Gender: do you identify as

_____ Female

_____ Male

_____ Trans

Ethnicity: please select all that apply:

_____ African

_____ European

_____ Asian

_____ Caribbean

_____ Middle Eastern

_____ Latin American

_____ Mixed Race

_____ Newcomer

_____ Indigenous (includes First Nations, Inuit & Metis)

_____ Other

If you are an artist, please tell us if you identify as:

_____ An Emerging Artist

_____ A Mid-Career Artist

_____ An Established Artist

If you are an artist, please tell us what proportion of your income comes from your art practice:

_____ 0-24%

_____ 25-49%

_____ 50-74%

_____ 75-100%

If not an artist, how would you describe your profession or area of work?

How did you find out about SKETCH?

Volunteer Commitment Agreement

Volunteers are asked to make firm commitments with their supervisor regarding their volunteer schedule, the role they will be performing, and expectations. Volunteers are asked to call their supervisor ahead of time if they are unable to keep their commitment on a particular day. Please try to give at least 24 hours notice if possible. A volunteer who does not call or meet two consecutive appointments is considered to have ceased being a volunteer.

SKETCH asks all volunteers to make an initial commitment to three months of volunteering, either regularly providing animation in one or several programs, intermittently providing workshops or facilitation within a SKETCH program, or a mix of the two. This schedule is to be determined between the volunteer and SKETCH.

At the end of the three months, the volunteer will meet with the Program Administrator to check in. If either party decides for whatever reason that the relationship is not working, the volunteering will terminate at this time. If the volunteering continues to be a good fit for both parties, the volunteer and SKETCH can agree to extend the volunteering by a time frame as they see appropriate. The details of their role can also be shifted at this time as both parties wish.

I agree to provide SKETCH with the services asked of its volunteers in accordance with SKETCH's volunteer policies and procedures.

I will volunteer for the time indicated on the first page of this agreement, to be extended if agreed by myself and SKETCH.

I understand I must notify the Program Coordinator at least one month prior to any interruption of my volunteer experience.

Date:

Signature:

Confidentiality

SKETCH strives to provide a safe place for youth. As a volunteer you may be privileged to have some participants share stories with you about their lives. You are asked not to misuse this trust by retelling sensitive and personal information, or by naming particular youth, with other youth or when you are outside of SKETCH. We understand that you may want to share stories with family and friends about your experiences at SKETCH. Please make only generalized statements to describe your experiences with others, so as not to identify particular youth or share specifics of their stories with others.

You are, however, encouraged to speak with coordinators if you have questions or concerns about anything arising in program. In particular, you must immediately report to staff any instance where a participant signals intent to seriously harm themselves or another person.

I hereby undertake as part of the condition of my involvement with SKETCH, to keep in strict confidence, any information received or observed about a participant of any of the SKETCH's programs.

I agree to familiarize myself with and abide by all policies, principles and procedures developed by SKETCH to protect participant confidentiality.

The value of participant confidentiality is one that is strongly held by SKETCH and I understand and agree that I have a responsibility to protect the anonymity of all their families, friends and associates, and that this responsibility outlives the termination of association with SKETCH.

I agree that information received or observed about a participant during my course of work or while handling files or documents, will be held by me in confidence and disclosed only if I am authorized in writing or obligated legally or professionally to do so. (Professional obligation would involve conferring with other staff in regards to a participant situation.) I further agree to guard against any confidential information being received or observed by someone not authorized to do so.

I will not publish or otherwise make public any confidential information such that the person or persons involved will be identifiable, except as I legally may be required to do so.

I understand that failure to abide by this contract whether by omission or commission is a serious breach of my agreement with SKETCH and could have consequences for the participant, his or her family, friends and associates. I also understand that it could involve SKETCH in public controversy and expose the Agency to possible financial liability.

Date:

Signature:

SKETCH Volunteer Guidelines

SKETCH values the tremendous contribution that volunteers make to its programs and operations. In recognition of your effort, to ensure a positive volunteer experience and to protect the rights of the participants in our programs, we have drawn up the following guidelines. These guidelines govern your behaviour while volunteering at SKETCH. You can expect to be treated according to these guidelines and are asked to abide by them yourself.

In general, volunteers are expected to abide by the spirit as well as the letter of this policy. Volunteers are encouraged to act in such a way as to promote an atmosphere of respect among all members of the SKETCH community. If you have any concerns about any aspect of the program, you are asked to take these up with your supervisor or another staff member so that we can resolve problems in a quick and straightforward manner.

Principles

- SKETCH operates from an anti-oppression framework, and as such will not tolerate any discrimination, including racism, sexism, homophobia
- No violence including threatening behaviour

Rules of Volunteer Conduct

- Sexual relationships between volunteers and participants are not permitted.
- Do not discuss sex, drugs and alcohol with participants except in the context of artistic representation and expression.
- Obtain approval from your coordinator before making personal, political, social or work related plans outside of Sketch hours or facilities with participants.
- Do not engage in illegal activities with participants
- Lending or giving money to participants is not permitted.
- Do not give your home address or phone number to participants.

Sexual Harassment Policy

Every program participant, volunteer, and staff is entitled to an environment free of sexual harassment. Sketch recognizes that for the most part, the victims of sexual harassment are women, whereas the perpetrators are men. No sexual harassment will be tolerated. Sexual

harassment means any conduct that is known (or ought reasonably to be known) to cause offense or humiliation. That includes, but is not limited to: any unnecessary touching or patting; placing a condition of a sexual nature on employment or on any opportunity for training or promotion; demands of sexual favours; compromising invitations; suggestive or other sexually aggressive remarks; leering (suggestive staring) at a person's body; displaying sexist materials. Any complaint of sexual harassment against a volunteer is considered to be an allegation of serious misconduct. If such charges are issued, Sketch will follow up according to the procedures outlined in the Conflict Resolution Process of this policy and may pursue other legal action according to overall organizational policy.

Conflict Resolution Process

Because of the volatility and vulnerability of participants any conflict will be resolved as soon as possible.

In circumstances where allegations of serious misconduct come to the attention of staff, or where a volunteers' behaviour appears to put in jeopardy the welfare of participants, the Management of Sketch (the Program Director and Operations Manager) will meet within 24 hours to decide a course of action and may decide to ask the volunteer to cease volunteering at Sketch. Everyone involved in such an incident is encouraged to document his or her version of events. The Human Resources Committee of the Board of Directors will be kept informed of Management decisions of this nature.

If a volunteer experiences a conflict with a participant, staff member or other volunteer, then the volunteer should speak to his or her supervisor. If the staff person does not perceive that youth are in jeopardy, the process for conflict resolution is:

1. Speak in a non-confrontational manner to the person you are having the conflict with. Seek a resolution that respects both your feelings and those of the person you are in conflict with.
2. If this is not successful, speak with your supervisor, or with the Program Administrator if the conflict is with your supervisor, to enlist their arbitration in resolving the conflict.
3. If arbitration is unsuccessful the staff member will bring information about the conflict to the Program Administrator. The Program Administrator will consult with management at Sketch (the Program Director and Operations Manager) and a decision will be made as to the most reasonable course of action, keeping in mind that the well-being of the participants is Sketch's primary concern, and will inform the parties of their decision.
4. If you wish to appeal the Management's decision then you can contact any member of the

Human Resources Committee of the Board of Directors.

5. The Board will consider conducting further investigations prior to deciding the appeal. The decisions of the Board are final.

Acceptance of the Terms of Sketch's Volunteer Guidelines

I have read SKETCH's Volunteer Guidelines and agree to abide by all aspects of the document throughout my involvement as a volunteer at Sketch.

Date:

Signature: