



## Services for Organizations

### Consulting Services

*“Volunteer Alberta provided excellent service as a consultant. Their knowledge from interacting with the nonprofit/voluntary sector and from working on projects affecting the sector was applied to Big Brothers Big Sisters’ volunteer screening, making the process more culturally sensitive.”*

Liz O’Neill, Executive Director of Big Brothers Big Sisters

### Volunteer Screening Program Audit

Volunteer Alberta will provide an external, objective analysis of the current volunteer program and practices of your organization. Recommendations, tools and resources for priority areas needing development and/or improvement will be provided. Opportunities to analyze specific sections of the Volunteer Screening Program Audit can be negotiated (for example, making the volunteer program more culturally sensitive).

Cost: \$8000 for VA members, \$8800 for non-members

Time-Frame: 3 – 5 months

### Volunteer Alberta Session Seminars and Presentations

*“I want to thank you for today’s awesome opportunity...there were several tips that I have already shared with my staff...the networking was a great opportunity to learn from a variety of organizations...”*

Media Relations Workshop Participant

The following information is for organizations and volunteer centres looking to host sessions for groups of more than 20. Pricing does not include travel and accommodation, which must be covered by the hosting organization (if any).

Video-conference is an option in some communities.

	VA Member	Non-member
Per Hour	\$120	\$125
Half Day	\$350	\$375
Full Day	\$700	\$750

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| <ul style="list-style-type: none"> <li>○ A Profile of Alberta Volunteers or Donors</li> <li>○ Canadian Code for Volunteer Involvement</li> <li>○ Directors and Officers’ Liability*</li> </ul> | <ul style="list-style-type: none"> <li>○ Emergency Management</li> <li>○ Insurance Toolkit*</li> <li>○ Media Relations Workshop</li> <li>○ Risk Management*</li> <li>○ Screening Volunteers In... Not Out</li> </ul> |
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\*From 2009 – 2011 these sessions are **free** because of funding from The Co-operators and the Government of Alberta

[Book Volunteer Alberta today by filling out this form!](#)

Interested in becoming a facilitator? Contact [progmgr@volunteeralberta.ab.ca](mailto:progmgr@volunteeralberta.ab.ca).



## Session Descriptions

### **A Profile of Alberta Volunteers or Donors**

CSGVP 2007 asked Canadians how they gave money, volunteered and participated in charitable and nonprofit/voluntary sector organizations. Explore what these stats mean to your organization and you - whether paid staff or fabulous volunteer! Volunteer Alberta profiles and discusses the implications of the Alberta data. Learn about the state of sector compared to the 2004 CSGVP.

*Session for: nonprofit/voluntary organizations staff and marketers*

### **Canadian Code for Volunteer Involvement**

The Canadian Code for Volunteer Involvement is a valuable resource that provides tools for nonprofit organizations to best engage and integrate volunteers. The Code also sets out standards for risk management such as volunteer screening and enables organizations to enhance existing practices and ensure that solid foundations are in place for involving volunteers in their organizations.

*Session for: Volunteer Managers*

### **Directors and Officers' Liability\***

Learn about Directors' and Officers' Liability Insurance at FREE Seminars specifically for members of nonprofit boards. Directors of nonprofit boards need information about their risks and responsibilities to ensure that the organization is prepared to meet its mission.

*Session for: Board members*

*Additional Resources: Directors and Officers' Liability website, toolkit (pdf)*

### **Emergency Management**

Regardless of whether an organization has ever previously participated in emergency response, is big or small, or is local or national in scope, it may play an important role in reducing the impact of health emergencies on Canadians. Learn about the National Framework and answer the following questions: Is your national or umbrella organization prepared to activate networks and mobilize volunteers? Has your organization built "surge capacity" to mobilize volunteers so that their contributions can be effectively applied?

*Session for: Volunteer Managers and staff*

### **Insurance Toolkit\***

Are Claims, Policies and Premiums Causing Headaches for your Organization? This Seminar is run by an Insurance Professional with over 20 years experience. Insurance Information 'Decoded' for you to better understand. Hands-On Interactive Sessions help to customize the answers to your insurance questions.

*Session for: Executive Directors and staff*

*Additional Resources: Insurance Toolkit website, toolkit (pdf)*

### **Media Relations Workshop**

Have your organization faced an important issue but the media does not seem to want to pick it up? Find out what makes an issue newsworthy, how to pitch your story, work with reporters and build successful relationships!

*Session for: Media spokesperson of organization*

### **Risk Management\***

A session about much more than insurance, instructs practical, easy to implement, common sense strategies giving your organization a best practice model of risk management! Volunteer Alberta partners with The Co-operators and the Government of Alberta to offer this exciting session to ensure your organization's good work continues with the confidence your organization is protected.

*Session for: Executive Directors, Board Members, Volunteer Managers*

*Additional Resources: Risk Management Strategies and Tactics website, available seminars*

### **Screening Volunteers In... Not Out**

How can we build a screening process that makes volunteers feel welcomed and valued? If you feel that the screening process can be daunting and would like to engage in a conversation that explores the kind of culture we are creating for our volunteers, then this session is for you! Explore tools that will help you re-think your approach to screening and discuss the importance of creating an environment that attracts and retains volunteers.

*Session for Volunteer Managers*

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