

# CALGARY CORPORATE VOLUNTEER COUNCIL



## Connect - Engage - Strengthen

### CCVC Mission

To strengthen community by promoting best practice and strengthening employer supported volunteerism.

### CCVC Vision

Businesses and volunteer leaders engaging strategically in community by embracing the strength and diversity of their employees.

### Goals and Objectives

1. Grow leaders in the corporate and non-profit sectors that advocate and demonstrate cross-sectoral civic engagement.
2. Encourage effective partnerships between the business and non-profit sectors.
3. Share information and expertise relating to employee volunteer development and programming as a key component of community investment.
4. Promote creative models of employee volunteering.
5. Promote professional development opportunities for members of the CCVC who are engaged in educating, creating and administering community investment strategies and/or employee volunteer programs as part of their job responsibilities.
6. Grow support and recognition for the value of employee volunteer programs in the Calgary community.

### Benefits of Membership

- Quarterly council meetings to network and share best practice in employee volunteering
- One-time discount on employee volunteer project management support, per year of paid membership
- One complimentary consultation to support your employer-supported volunteer program
- Opportunity to participate in local, national and international research on employee volunteering
- Connections to training & professional development opportunities on employee volunteer programs
- Networking events with corporate and non profit leaders
- Access to LinkedIn group containing information, knowledge and discussion on employee volunteer initiatives and programs
- Access to information on unique employee volunteer projects

### Annual Membership - \$500\*

**To discuss the benefits of membership, sign up and for more information contact Janet Kerrigan, Corporate Citizenship Coordinator at (403) 231-1428 [jkerrigan@volunteercalgary.ab.ca](mailto:jkerrigan@volunteercalgary.ab.ca)**

Volunteer Calgary would like to thank the members of the CCVC Development Committee for volunteering their time, creative ideas and commitment to community in the development of the committee: Chevron Canada Resources, Conoco Phillips Canada, EnMax, The Home Depot, Penn West Energy, Trico Homes.

\*Annual membership fee is waived if corporate sponsorship for VC programs/services is over or equal to \$10,000.00/year – not eligible for \$500 discount on project management services; Recipients of the "Leader in Employee Volunteerism" awards (3 winners/year), receive 1 year of free membership to the CCVC beginning in May of that year– not eligible for \$500 discount on project management services.

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## APPLICATION FORM 2012 - 2013

### Step 1: APPLICANT INFORMATION

Date: \_\_\_\_\_ Company Name: \_\_\_\_\_

Industry: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

#### First Contact Information

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Direct Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

What department/area do you report to? \_\_\_\_\_

#### Second Contact Information

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Direct Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

What department/area do you report to? \_\_\_\_\_

How did you hear about the Calgary Corporate Volunteer Council?

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Colleagues/Friends | <input type="checkbox"/> Volunteer Canada | <input type="checkbox"/> Website            |
| <input type="checkbox"/> Printed Materials  | <input type="checkbox"/> Current Member   | <input type="checkbox"/> Magazine/Newspaper |

Other (please specify) \_\_\_\_\_

The results of this questionnaire will help us assist our CCVC members in developing more strategic employee volunteer programs and allow us to track the impact of the CCVC on our membership. Your time in answering the following questions is appreciated.

## Step 2: COMPANY PROFILE

\*For internal use only

Company annual revenue:

Number of employees in Calgary:

Number of retirees still connected to the company:

Community program website:

Community investment budget (Calgary, 2011):

Volunteer hour commitment (2011):

What is the official name of your employee volunteer program?

Does the employee volunteer program feed into the overall CSR program at your company?

## Step 3: PLEASE RESPOND TO THE FOLLOWING QUESTIONS ABOUT YOUR EV PROGRAM

\*Will be used for research purposes

1. In what ways does your company demonstrate its support for the employee volunteer program? (check all that apply)

- Formal, paid time off to volunteer
- Informal, paid time off to volunteer
- Unpaid/modified work schedule
- Work/scheduled group volunteer opportunities
- Written policy/procedures/guidelines
- Project guidebook for employee volunteers
- Volunteer placements ie. placed in non-profits for long term commitments
- Informal employee volunteer recognition
- Formal employee volunteer recognition
- Episodic volunteer opportunities (company organized)
- Long-term volunteer placements (company organized)

Other (please specify) \_\_\_\_\_

2. Do you track employee volunteer hours? If so, do you count both “on company time” and “outside company time” volunteer hours? How do you track your volunteer hours (ie. program)? (please elaborate)

3. Please indicate your agreement with the following statements:

	Strongly agree	Somewhat agree	Neither agree nor disagree	Somewhat disagree	Strongly disagree
My company formally recognizes our employee volunteer program in its values	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My company engages our employee volunteer program as part of its strategic plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The senior management fully understand and support the employee volunteer initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The senior management support short term volunteer opportunities for employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The senior management support long term, sustainable volunteer opportunities for employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Please rank the following statements in order of weight they carry within your employee volunteer program planning and execution.

	Highest	High	Middle	Low	Lowest
Our employee volunteer program portrays us as good corporate citizens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Our employee volunteer program helps us market our services and build our brand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Our employee volunteer program helps relieve needs within the community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Our employee volunteer program strengthens our HR policies, enhances recruitment and retaining of employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Our employee volunteer program builds team dynamic and workplace morale among our employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Our employee volunteer program enhances our employees’ skills and offers opportunities for professional development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Our employee volunteer program will help non-profits function more effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. After engaging employees with non-profits, how frequently do you survey your employees on the following?

	Always	Often	Sometimes	Rarely	Never
Was it an enjoyable experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was it a valuable experience professionally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was it a valuable experience socially	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did they feel like they made an impact through the work they participated in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Would they participate in a similar opportunity in the future	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. How does your company track the return on investment from your employee volunteer program? (select all that apply)

- Amount of time donated
- Number of non-profits supported
- Number of non-profit's clients served
- Impact on the beneficiaries
- Impact on society as a whole
- Impact on the non-profit's capacity to serve beneficiaries
- Media coverage
- Impact on sales
- Impact on employee morale
- Impact on employee recruitment
- Impact on employee retention
- Impact on stakeholder relations
- Impact on employee skills/professional development

Other (please specify) \_\_\_\_\_

7. How often do you report to senior management on your company's employee volunteer program impact/progress?

- Daily
- Weekly
- Monthly
- Quarterly
- Semi-annually
- Annually
- Never

Other (please specify) \_\_\_\_\_

8. How often, after a volunteer opportunity, do you receive feedback from the non-profit about the impact of your employee volunteer program?

- Daily
- Weekly
- Monthly
- Quarterly
- Semi-annually
- Annually
- Never

Other (please specify) \_\_\_\_\_

9. In reference to the previous question, if you receive feedback from the non-profit about the impact of your contribution after a volunteer opportunity, in what form do you receive this feedback? (please elaborate)

10. What program activities does your company support through its employee volunteer program? (check all that apply)

- Employee grants/matching grants (dollars for doers etc.)
- Retiree Volunteer Program
- National service day/week/month
- Local episodic volunteer projects
- School projects/partnerships
- Adopt an agency/park etc.
- 'Paint the Town' projects

Other (please specify) \_\_\_\_\_

11. What roles do your employees take on as part of their engagement activities in the community?

- Skills based/professional assistance/pro-bono work
- Board/committee membership
- Loaned executives/representatives
- Third party or strategic fundraising
- Champions to lead specific volunteer projects
- Hands-on work (park clean-up, painting etc.)
- Mentorship opportunities

Other (please specify) \_\_\_\_\_

12. What forms of recognition does your company use to recognize employee volunteers?

- Award ceremonies
- Certificates
- Company newsletter/publications
- Internet/Intranet
- Compensation (dollars-for-doers, grants, time off etc.)
- Pictures
- Thank-you events
- Personal notes
- Letters to supervisors
- T-shirts, pins, mugs etc.
- Testimonials

Other (please specify) \_\_\_\_\_

13. What topics would you most like to see discussed at the CCVC quarterly meetings (choose your top five):

- Effectively integrating your EVP to meet company objectives
- Recruiting volunteers: approaches that work
- What EVP structure is right for you?
- EVP's bringing the value to community relations
- Effective approaches to communicating with employees on EVP efforts
- Signature/Flagship programs
- Ideas for strengthening partnerships and collaboration
- Tracking and evaluation of your EVP
- Planning logistics for an employee volunteer project
- Creative strategies to recognizing volunteers
- Human resource benefits to volunteering
- Liability and risk management
- Budgeting: What resources does it take to do your work?

Other (please specify) \_\_\_\_\_

14. Additional comments and goals with regards to your employee volunteer program:

**Please submit your complete application to:**

Buffy St-Amand  
Manager, Community Development  
1170, 1202 Volunteer Way (Centre Street SE)  
Calgary, AB T2G 5A5  
[bstamand@volunteercalgary.ab.ca](mailto:bstamand@volunteercalgary.ab.ca)  
Phone: (403) 231-1425 Fax: (403) 265-8981

Applicants will be notified personally regarding the status of their application.

**TENTATIVE ACTIVITIES MEETINGS TO DATE**

Quarterly Meeting	Spring 2012
Quarterly Meeting	Spring 2012
Quarterly Meeting	Fall 2012
Quarterly Meeting	Fall 2012