







#### **Part 4: Contact Details**

##### **Contact Details of Head of Organization:**

First Name:

Last Name:

Position Title:

Email:

Phone:

##### **Contact Details of Central Volunteer Recruitment Person:**

First Name:

Last Name:

Position Title:

Email:

Phone:

##### **Online Volunteer Referral System (OVRs) Log-ins:**

- All members will be issued with "Admin" Log-ins to the persons mentioned in Part 4 of this form.
- Multiple "User" Log-ins can be issued upon the member organizations' request and requests can be submitted after your membership subscription has been approved. Only the "Admin" Log-in holders will have the option to request for a new log-in.
- Both the "Admin" and "User" Log-ins have the functionalities to post volunteer positions, managing these postings, and access to the volunteer applicants.
- The difference between the "Admin" and "User" Log-ins are that only the "Admin" log-ins will have the permission to edit details of your Membership with Volunteer MBC.

**Declaration by the Subscriber:**

- The subscribing organization, including members of the organization responsible for recruiting, engaging, and/or supervising volunteers, agrees to follow the Canadian Code for Volunteer Involvement (CCVI). About the code: <https://volunteer.ca/ccvi>.
- The subscribing organization agrees to follow the Personal Information Protection and Electronic Documents Act (PIPEDA) when collecting personal information of applicants to volunteer positions referred through Volunteer MBC's Online Volunteer Referral System (OVRs). About the Act: <http://laws-lois.justice.gc.ca/eng/acts/P-8.6/>.
- The subscribing organization agrees to the use of the organization's contact details by Volunteer MBC according to PIPEDA.
- The subscribing organization agrees to Volunteer MBC's Membership Policy and Membership Cancellation Policy. Visit <http://www.volunteermbc.org/membership> to download PDF versions of the policy documents.
- By submitting this form, you're granting Volunteer MBC permission to email you. You can revoke permission to mail to your email address at any time using the Unsubscribe link, found at the bottom of every email.

Signature of Organization Head: \_\_\_\_\_

Subscriber Details: Same as,  Organization Head  Central Volunteer Recruitment Person

Other; Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

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

Phone: \_\_\_\_\_

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

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

