ALBERTA HOMELESS FOUNDATION
Human Resources Department

Casual Volunteer Intake Form

Standard Onboarding Document | Human Resources Department

This form is for AHF volunteers who wish to join the General/Casual Volunteer stream. Complete all sections accurately and return to HR at hr@albertahomelessfoundation.ca. Fields marked * are required.

Section 1 — Volunteer Information

Full Legal Name *

Email Address *

Phone Number *

Date of Application *

Emergency Contact Name *

Emergency Contact Phone Number *

Section 2 — Availability and Capacity

Which days are you generally available? *

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday
- ☐ Saturday
- ☐ Sunday
- ☐ Flexible/varies

If availability is flexible please detail below:

Are you available for short-notice assignments when needed?

☐ Yes ☐ No

Are there any periods of unavailability you anticipate in the next 6 months?

Section 3 — Department and Assignment Preferences

Preferences will be considered but do not guarantee placement in a specific department. AHF retains the right to assign Casual Volunteers based on organizational need.

First preference (department or type of work): *

Second preference (department or type of work):

Are there any departments or types of work you are not able to support?

Please describe any relevant skills, certifications, or experience:

Section 4 — Declaration

By submitting this form, I confirm that:

- All information provided in this form is accurate and complete to the best of my knowledge.
- I understand that this role does not guarantee placement in a Regular Volunteer position
- I understand that my hours, conduct, and performance will be monitored and recorded by AHF.
- I agree to continue abiding by all AHF policies, including the Code of Conduct, Confidentiality Agreement, and Incident Reporting Protocol.
- I understand that approval of this intake is at the discretion of HR and AHF leadership.

Volunteer Name (Printed): **Date:**

Signature:

For HR Use Only

Date Received:

_____

Decision:

☐ Approved ☐ Denied

☐ Pending review

Reviewed by:

_____

Assigned Department(s):

_____

Notes:

_____