



Introducing the NEW Volunteer Centre Toolkit

Why reinvent the wheel? Benefit from the collective experience of Volunteer Centres from all across Canada. If you are an emerging or established Volunteer Centre, access sample resources and key reading material specifically geared to Volunteer Centres.

What is the Volunteer Centre Toolkit?

Designed for Volunteer Centres, the Toolkit is a one-stop shop for building strong and healthy Volunteer Centres in Canada. You will find sample forms, policies and procedures, templates and documents submitted by Volunteer Centres across Canada, as well as recommended key reading material. Whether you are an emerging or established Volunteer Centre, based in a rural area or an urban centre, the Toolkit is a collection of resources to help strengthen your baseline operations.

What will I find in the Toolkit?

The Toolkit is divided into two main sections:

- Strategic external relationships
- Well-managed internal relationships

Volunteer Centres need to be connected to many external partners: the media, various levels of government, funders, donors, volunteers, corporate partners, Volunteer Canada, other Volunteer Centres and the community-at-large. Each relationship requires strategic thinking and a proactive approach. You will find some helpful information about this in the “Strategic external relationships” section of the Toolkit.

In the “Well-managed internal relationships” section, you can find resources about volunteer and human resources, administrative structures and processes, as well as resources related to programming and board governance.

How can I access the Kit?

The Toolkit is an exclusive Volunteer Canada membership benefit for Volunteer Centres. To access the Toolkit, simply visit <http://vct.volunteer.ca> and use your current Volunteer Centre extranet username and password to log in. Once you are signed in with your password, follow the menu or do a keyword search to find the resources you need.

If you have not yet registered, just sign up for a password on the Toolkit home page at <http://vct.volunteer.ca>.

How can I contribute?

The Toolkit currently holds approximately 200 resources. The Toolkit can be even more comprehensive with your continued participation.

Share your policies and procedures, forms, templates and lessons learned, so we benefit from each other and strengthen our collective baseline operations. To submit resources from your Volunteer Centre, click on the “Submit a resource” menu option from the e-Toolkit main page.

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