



## Volunteering Application Form

This document is prepared to explore your interest and commitment to become a SIP volunteer. Please review some of the benefits we have listed to become a volunteer, if you are prepared to give us some commitment (however small) then we would encourage you to complete this application form. If required we will conduct an interview/meeting to answer any questions you may have and assess your suitability for a volunteering position. We have outlined some of the areas where we need assistance, so please select best three tasks based on your interest and background.

SIP IS GOVERNED AND OPERATED BY VOLUNTEERS IN VARIOUS COMMITTEES AND BOARD AS BELOW, PLEASE INDICATE YOUR INTEREST, IN ANY OF THEM:

- A. Advisory Board [ \_\_\_\_\_ ]
- B. Web Committee [ \_\_\_\_\_ ]
- C. Communications Committee [ \_\_\_\_\_ ]
- D. Marketing Committee [ \_\_\_\_\_ ]

### BENEFITS OF VOLUNTEERING WITH SIP

- When you are a volunteer, you become part of a core group, who gets a lot of preferential treatment when it comes to referrals and inquires for any business or job opportunities.
- You also get opportunity to do presentation to this group.
- We try to get professional skills developers to enhance your skills. We have done similar sessions for Elevator. Pitch, public speaking, Organizational skills and hope to do more.
- Excellent opportunity to cross promote to each others.
- SIP will provide you with reference letter, if required.
- SIP award you with a certificate.
- All volunteers are Associates of SIP, but we will encourage you to join as a Professional Member at 50% discount (normal yearly dues are \$100) for a Professional Membership. As a professional member, you will receive a digital plaque to display on your stationery and website. A membership verification page on the Professional Members website to validate that you will abide by SIP Professional Code of Ethics.
- Volunteers get first opportunity to try free and/or discounted benefits from various vendors and conferences.

### GUIDELINES & AGREEMENT FOR VOLUNTEERS

1. Volunteer organizations depend on the efforts of their volunteers.
2. We encourage and support your active participation.
3. If you are not able to attend your committee meetings regularly then please let us know so that we can find another volunteer who is able to be more actively involved in SIP.
4. It is expected from all volunteers to promote membership and corporate sponsorship.
5. Any information (other than what is available on the website for public) provided (verbal or documented) will be treated as confidential, by signing this application form you are signing a non-disclosure agreement.
6. Any article or property given to you will be a SIP property and is returnable after completing/leaving volunteerism with SIP.

All volunteers are required to review and understand the following documents (downloadable as a pdf file, from the web pages):

1. SIP Profile  
<http://sipgroup.org/sip/sip-profile.html>
2. Benefits of Professional Membership:  
<http://sipgroup.org/membership/professional.html>
3. Professional Code of Ethics enhances your recognition of professional status:  
<http://sipgroup.org/sip/code.html>
4. Professional Membership Application Package:  
[http://sipgroup.org/resources/forms/f201\\_membership\\_app.pdf](http://sipgroup.org/resources/forms/f201_membership_app.pdf)
5. Benefits of Sponsorship the Event: <http://www.sipgroup.org/sponsorship/>



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## Volunteer-ship Application

NAME .....	PHONE .....	
Address .....		
City .....	Province .....	Postal Code/zip Code .....
Email		

PLEASE CHECK ONE TO THREE RESPONSIBILITIES RELATED TO YOUR BACKGROUND / EXPERIENCE, WHICH WILL HELP US TO PUT YOU IN THE APPROPRIATE COMMITTEE/COUNCIL/BAORD:

- |                                      |   |
|--------------------------------------|---|
| ➤ ACCOUNTING, BOOKKEEPING, ADMIN     | ➤ ADMIN, CHARTER                        |
| ➤ EDUCATIONAL INSTITUTIONS /TRAINING | ➤ SPEAKERS PROCUREMENTS                 |
| ➤ BUSINESS DEVELOPMENT               | ➤ SYSTEMS/LIST ADMINISTRATION           |
| ➤ WORKSHOPS DEVELOPMENT              | ➤ TRADE SHOWS                           |
| ➤ CORPORATE SPONSORSHIP              | ➤ WRITING/AUTHORING                     |
| ➤ DIRECTORY                          | ➤ WEB DESIGN AND DEVELOPMENT            |
| ➤ EVENTS COORDINATION                | ➤ GRAPHIC DESIGN                        |
| ➤ EVENT/TRADE SHOW MANAGEMENT        | ➤ ALLIANCES/PARTNERSHIP                 |
| ➤ FUNDRAISING                        | ➤ MEDIA RELEASES                        |
| ➤ LEGAL, PRIVACY, E-BIZ LAW          | ➤ PRIVACY LAW & WEB SITE PRIVACY        |
| ➤ PUBLIC RELATIONS                   | ➤ TEACHING & SPEAKING AT CONFERENCES    |
| ➤ MEMBERSHIP SERVICES & BENEFITS     | ➤ TECH SUPPORT                          |
| ➤ MEMBERSHIP DATABASE / CRM DESIGN   | ➤ AUDIO/VIDEO EDITING                   |
| ➤ EDITING, COPY WRITING              | ➤ USABILITY/QUALITY CONTROL OF WEB SITE |

It will help us and give you the right exposure, if we can also get the following with your application (it can send later):

- ❖ Please provide any comments or background related to your area of interest
- ❖ Resume/ Bio data
- ❖ Please list any position you may hold in any not-for-profit organizations
- ❖ We also need a 70 to 80 words profile to be included in the upcoming SIP Volunteers Directory and a photo. Details for drafting a profile is available at: <http://www.sipgroup.org/membership/memb-directory.html>

*Volunteers and Advisory Board members, when accepted or elected will be required to become member of SIP (Associated Membership is free). In some situation SIP will provide volunteers with SIP's email address. At the end of the year, committed volunteers will receive a certificate of merit.*

*I nominate myself for the above position and agree to abide by the SIP code of ethics and Volunteering regulations, which include applying for SIP membership in future. I agree to SIP Guidelines and Agreement outlined above.*

Signature of Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

Please contact Max Haroon at 416-891-4937 or email: [founder@sipgroup.org](mailto:founder@sipgroup.org) if you need any assistance.

Email or mail or fax this form.

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