



Campus Sustainability Volunteer Contract

Description

Campus Sustainability Volunteers (CSV) are the driving force of Sustain SU initiatives. As a CSV you will be putting yourself in new situations, meeting new people, building a community and testing and pushing your abilities. We offer opportunities for you to create lasting change on campus. As we put forth energy to create a rewarding volunteer experience we hope that we will meet each other's expectations.

Responsibilities

- a) Commit a minimum of five (5) hours per month to the CSV program.
- b) Reply promptly to email requests that you receive from Sustain SU.
- c) Attend all meetings and shifts that you commit to.
- d) Attend all required training sessions (organization or project) and throughout the duration of this agreement.
- e) Log and submit your volunteer hours on a regular basis.
- f) Provide feedback on your experiences via a group discussion session and an electronic survey.

Code of Conduct

- a) Contribute positively to an open and inclusive environment.
- b) Be prepared, positive, respectful and engaged.
- c) Complete the tasks and duties you agree to.
- d) Communicate openly and regularly with SVs and Sustain SU employees.
- e) Incorporate sustainable choices in your daily activities.
- f) Represent the Sustain SU, the University of Alberta Students' Union, and the University of Alberta in a professional manner.
- g) Provide feedback to the Sustain SU as requested.

Responsibilities of Sustain SU

- a) Provide and coordinate meaningful volunteer opportunities.
- b) Provide all necessary training.
- c) Ensure a safe, positive, and supportive work environment.
- d) Provide opportunities for personal and professional development.
- e) Evaluate the volunteer experience to help it improve from year to year.
- f) Host social and community building events for the benefit of CSVs

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Co-Curricular Record

All CSVs that complete their volunteer requirements shall have their volunteer experience recorded on their [Co-Curricular Record](#).

Termination and Resignation

This contract may be voided with immediate effect by Sustain SU in the event that the volunteer:

- a) Is routinely late or absent,
- b) Is not meeting the minimum requirements as outlined for their project,
- c) Behaving in inappropriate ways that are contrary to Sustain SU's values.

If the volunteer wishes to be released from this agreement, they are asked to submit an email to Sustain SU and to explain why. We ask that this resignation be submitted at least two weeks before they can no longer participate.

CSVs that do not fulfill their minimum volunteer requirements will not have their CSV experience submitted in the Co-Curricular Record.

Mistreatment

If the volunteer feels that they have been mistreated by anyone they are encouraged to report it. Whomever is the cause of the maltreatment please see their supervisor. (e.g. If it is a fellow CSV please report to an Senior Volunteer). Your concerns/abuses will be kept in trust and remain strictly confidentially.

Acknowledgement

I have read and understood all the terms of this agreement, and by signing this contract I will abide by its terms.

Signature of Volunteer

Signature of Witness

Printed Name of Volunteer

Printed Name of Witness

Date (dd/mm/yy)

Date (dd/mm/yy)