

2024 - 2025 Volunteer Handbook



SANQC
STUDENTS' ASSOCIATION OF NORQUEST COLLEGE

HERE FOR YOU



sanqc.ca

About Us

We are the Students' Association of NorQuest College (SANQC) and we are Here For You! We are committed to advocating on behalf of all students. Governed by a Students' Council - elected by you - we work hard to ensure college policies are fair for everyone. We are here to be your voice; to advocate on the issues that affect all students at NorQuest College. Your Students' Association fees help to fund programs such as the Volunteer Program itself!

Mission

We are dedicated to serving and representing students

Vision

Transforming the student experience

Values

Diversity

- We believe in including all students, respecting diverse backgrounds and creating a sense of belonging and community.
- We believe in providing a welcoming, inclusive, and safe environment for students.

Leadership

- We believe our leadership role brings democracy to the student body, empowering students to have an active role in the College.
- We believe in providing opportunities for students to gain leadership skills so they can contribute to their communities.

Fun

- We believe in improving the college experience by providing a fun and exciting atmosphere where students can connect with each other.
- We believe in leaving a lasting, positive impression with each student we interact with.

Advocacy

- We believe in acknowledging student needs and advocating on issues that are important to them.
- We believe in protecting the rights of students.
- We believe in providing a student perspective and being the voice for students.

Support

- We believe in helping students by providing access to support services and community resources.
- We are dedicated to providing services that promote the health and well-being of our students.



Volunteer Requirements and Responsibilities

Volunteers are a branch of SANQC and therefore, represent SANQC. We are all required to abide by the SANQC Code of Conduct. In order to make the best out of this experience for yourself there are some basic rules and responsibilities we all follow. Please make yourself familiar with the Code of Conduct Policy.

Volunteer Requirements

- Be a current student at NorQuest College
- Complete the volunteer application form
- Have a one on one meeting with the Volunteer Coordinator
- Complete the volunteer orientation training
- Abide by the SANQC Code of Conduct
- Track your completed activities
- Wear your volunteer vest during all on campus events and activities

Volunteer Responsibilities

- Keep up to date on current SANQC information through:

Website: sanqc.ca

Facebook: [@norquestsa](https://www.facebook.com/norquestsa)

Instagram: [@norquestsa](https://www.instagram.com/norquestsa)

Twitter: [@norquestsa](https://twitter.com/norquestsa)

- Be respectful, accepting, and approachable
- Respect the scent free campus and do not wear strong scents
- Be professional and practice good hygiene.
- Do not miss classes to volunteer
- Sign the consent and release form
- Keep in contact with the Volunteer Coordinator
- Ask questions
- Make friends and mentor one another
- Request reference letters at least one week in advance
- Have fun



Getting Involved

Certain volunteer roles will have a set regular weekly/monthly schedule. These schedules are set up at the beginning of each term. Other volunteer roles will have opportunities that are flexible and you can sign up according to your availability.

Volunteer Newsletter

Each newsletter will contain information about upcoming SANQC volunteer opportunities, events, projects, important reminders and community volunteer opportunities.

Signing up for Opportunities

When there are opportunities that you are eager to participate in you must sign up for them then wait for the Volunteer Coordinator to confirm your spot for that activity. Certain opportunities are first come-first served. There is no maximum number of activities that you can sign up for as long as there are available slots. It is preferred that you sign up for a minimum of one hour time slots.

To sign up for an opportunity, email lin.wang@norquest.ca.



Incentive Program

Volunteer Points

SANQC offers a points-reward system for volunteers. For every volunteer opportunity you complete, you will collect points. You can then redeem those points for a variety of great prizes.

Collecting Points

You will receive volunteer newsletters with upcoming volunteer opportunities. Each opportunity will have a point value assigned to it. You'll then sign up for the opportunities that you'd like to do. Once the Volunteer Coordinator confirms that you'll do that activity and you complete it, those points will be added to your total. There are even some opportunities that are worth double or even triple incentive points! Please remember that you are responsible to track your own volunteer hours through the online tracker provided.

Redeeming Points

Now you have collected your points, you are ready to get some free stuff. You can redeem your points as long as you are a current student. We can distribute prizes throughout the term, or you can save them up for a really great item. We will let you know when the last day to redeem points for the Fall and Winter terms is, otherwise your points will roll into the following term. All points will expire on Mon, Jun 23, 2025 so make sure you redeem them before then so that you do not lose them. Send an email to lin.wang@norquest.ca for the updated prize list.

Appreciation Prizes

We would like to celebrate your volunteer contribution milestones by entering you for an appreciation prize each term depending on the points you earned for that specific term. Your entry is automatic and doesn't use your points. The milestones happen at 10, 20 and 30 points. Your points will be added up each term to determine which milestone you have reached and for which appreciation prize you will be entered in. The bigger the milestone, the BIGGER the prize!

Certificates

At the end of your volunteer experience you can request a certificate for the time you spent with us. You can use this in your portfolio, on a resume or on your wall because you are so proud! Request a certificate at least 1 week in advance and we will have it ready before you depart for new adventures.

Volunteer Award

All volunteers who have undergone the volunteer orientation and have completed at least one volunteer opportunity in any volunteer role are eligible to apply for the \$500 Volunteer Award for each of the Fall and Winter terms. The award is anonymously scored and is based on contributions to volunteerism, leadership, and personal growth. This award is issued through SHINE.



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