

VOLUNTEER INCENTIVE PROGRAM HANDBOOK



STUDENT VOLUNTEER BUREAU

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THE STUDENT VOLUNTEER BUREAU

Mission:

The Student Volunteer Bureau exists to give Memorial students a platform to promote volunteerism, to support students in their self-development, and to create a community of #MUNVolunteers.

Vision:

Aligning with (a) Memorial Student Life's goal of empowering students to connect, engage, and belong and (b) MUN Students' union's goal to unite all undergraduate students, the SVB aims to become a household name within the Memorial and St. John's communities while weaving volunteerism into the essential fabric of the MUN student experience.

Values:

- Responsibility – We believe all individuals have the power, and thus the responsibility, to intentionally set and work toward goals with both personal and collective benefits.
- Support – We believe students should always feel supported by a community of their peers, and that communities can count on students to contribute their support as volunteers.
- Teamwork – We believe every individual has something positive to contribute to any situation, organization, or community and that collaboration can transform tiny plans into big triumphs.
- Authenticity – We believe in being honest, genuine, and transparent in all endeavours.
- Respect – We believe in offering respect to all individuals and organizations we work with, without prejudice or contingency.
- Growth – We believe learning is a lifelong mission and that volunteering can provide an ongoing source of transformative learning experiences for people through all stages of life.



THE VOLUNTEER INCENTIVE PROGRAM (VIP)

What's the VIP?

VIP stands for the Volunteer Incentive Program, and is a multi-level program for all Memorial students who want to take responsibility for their own growth and development as thriving individuals. You don't have to be a superstar or a saint, you just have to be willing to show up and take an interest in yourself!



How it Works:

At every level, the VIP Program requirements are organized into three categories – GIVE, GROW, and GAIN – which represent the three pillars of the program: Volunteer Service, Career Development, and Self Awareness. Every VIP Participant starts by working toward their Bronze Level, which is designed to be achievable by any student. Once you've completed Bronze, you can move on to Silver if you like – and, if you really love volunteering, you can tackle Gold, and even Platinum! Even earning one VIP Level will help you make progress toward your goals.



How to Get Involved:

Register for each level online by the semester deadline at <https://crm.stuaff.mun.ca/events> for either Bronze, Silver, or Gold. Complete the requirements on your own time over the course of the semester, and simply submit the forms before the last day of classes!



VIP GUIDELINES

Who is Eligible?

Anyone is eligible to register for the VIP Program, as long as you have a Memorial student number and you're registered for classes either DURING the semester you complete your VIP Level(s) or the semester BEFORE you complete your VIP Level(s).

How Much Time Do I Have?

All VIP requirements must be completed during the semester in which you're applying. The Gold Level is the only exception; it can be completed in one semester, or split over two consecutive semesters. Students can complete a maximum of two levels per semester (Bronze & Silver).

What if I Am Unsure if I Can Do It?

It's not uncommon for students to register for a VIP Level and then find out they're unable to take part in the program – and that's ok! There's no penalty for registering for a level and then not completing it. Many of our SVB staff and volunteers had to register for a level more than once before they finished it! We understand that students have many commitments to balance.

Questions?

Read through the Handbook and take a look at our FAQ section! If you're still unsure about something, come visit us at UC-3014 or email svb@mun.ca. We're happy to help!

GIVE: VOLUNTEER SERVICE

This is the core of the VIP Program! We believe there's a valuable volunteer experience out there for every MUN student, and the VIP Program helps to encourage more students to give volunteering a try.

What Counts as Volunteer Service:

Just like being employed, volunteer service can mean anything from collecting trash to cashing cheques. There are MANY different ways to volunteer! For the purposes of the VIP Program, volunteering means giving your time to an organization or cause WITHOUT receiving financial or academic compensation.

Where Do I Volunteer?

You can volunteer with any organization or event, or any combination of organizations or events, to reach the total number of hours for the level you're completing and beyond. If you need help finding a volunteer position you can browse the listings on our website or come visit us at UC-3014 on weekdays from 10am-4pm.

How Do I Keep Track of My Hours?

It's a good idea to keep your own records of the volunteer work you do. For the VIP Program, you will need a signed VIP Organization Form for each organization/event you volunteer with. It needs to be completed by you and signed by someone who can verify your volunteer work.

Volunteer Service Learning Outcomes:

Through participating in volunteer service, each VIP Participant should be able to...

Bronze	Silver	Gold	Platinum
Describe how/where to find volunteer opportunities	Identify volunteer positions that fit with their strengths	Articulate a personal definition of volunteerism and identify the impact of their personal volunteer experiences in their own life.	Support others in sharing how their own experiences have contributed to their personal definition of volunteerism.

GROW: PROFESSIONAL DEVELOPMENT

This is your chance to learn from other leaders! We believe every MUN student should aim to become a lifelong learner, and professional development is a great tool for achieving that.

What Counts as Professional Development?

Basically, we consider an activity professional development as long as you are learning something that will help you grow and develop in some way. The person facilitating the session generally has some level of expertise that they are sharing with you.

What Are Some Ways to Fulfill This Requirement?

If your volunteer position involves a training session, that's one of the most common ways to satisfy the personal/professional development requirement – but there are many other ways! We often recommend the career-related workshops offered by Career Development & Experiential Learning (CDEL), on the fourth floor of the University Centre. However, feel free to pursue anything that interests you: a public academic lecture at the university, a community-organized information session, a free tutorial from the library about Microsoft Office or Adobe products – the options are endless!

How Do I Keep Track of my Hours?

For the VIP Program, there is a specific Personal/Professional Development Form. It needs to be completed by you and signed by someone who can verify your attendance at the session.

Professional Development Learning Outcomes:

By participating in professional development, each VIP Participant should be able to...

Bronze	Silver	Gold	Platinum
Understand the concept of experiential learning and how self-directed learning can be used	Identify how their strengths and experience contribute to their lifelong personal and professional development	Develop confidence in their strengths	Support others on their personal and professional development journeys

GAIN: SELF-AWARENESS

This is the part of the program where you learn more about yourself and your role in the community! We believe every MUN student has unique strengths they can contribute to their communities.

What is Involved in This Component of the VIP?

For GIVE (Volunteer Service) and GROW (Professional Development), students can complete the program requirements however they choose. The GAIN (Self Awareness) component of the VIP is administered by us, the SVB! There are different requirements at each level, but the main feature of this program component are the SVB ThinkTanks.

What is an SVB ThinkTank?

Formerly known as Reflection Sessions, an SVB ThinkTank is a chance for you to get together with other program participants and take part in lively discussion. SVB ThinkTanks are hosted by VIP Platinum Participants, who have been through the other levels and are ready to take a leadership role within the VIP Program. They are scheduled by the SVB and take place at various times on campus after the first month of the semester. Each participant only needs to attend one ThinkTank for each level they complete; Platinum Participants need to host two ThinkTanks as part of their level requirements

Self-Awareness Learning Outcomes:

By participating in SVB ThinkTanks, each VIP Participant should be able to...

Bronze	Silver	Gold	Platinum
Articulate how volunteerism could make an impact in the community.	Identify how their strengths have been used to make an impact in the community.	Develop confidence in their ability to both make an impact in their community and to help others do so.	Support others to understand and identify the ways they can impact their community.

BRONZE LEVEL

It all starts here! Everyone who participates in VIP starts at the Bronze Level before they can ascend through the rest of the program. We believe we've made VIP Bronze achievable for any and every student – provided you have ~25 hours to dedicate to the program during the semester you apply. As an introduction to VIP, the Bronze Level is meant to kick start your self-development by giving you a glimpse of volunteerism, professional development, and the power of reflection.



GIVE	20 Hours of Volunteer Service
GROW	1 Hour of Professional Development
GAIN	Attend 1 BRONZE ThinkTank

SILVER LEVEL

Ready to step it up a notch? If you've completed your Bronze Level and you're eager for more, the next stop on your VIP journey is the Silver Level. No new program components are added at this level, but the number of required hours doubles – that means you'll need ~45 hours available for VIP during the semester you apply.



GIVE	40 Hours of Volunteer Service
GROW	2 Hours of Professional Development
GAIN	Attend 1 SILVER ThinkTank

GOLD LEVEL

You don't need to feel like a leader to register for your Gold Level of VIP, but we are confident you'll feel like one when you finish! VIP Gold is a significant commitment, and is the only level that has the option of being completed over two semesters. At this level we introduce a Leadership Development requirement, to prepare Gold participants to take on the leadership of the Platinum Level.



GIVE	80 Hours of Volunteer Service
GROW	4 Hours of Professional Development 1 Leadership Development Activity
GAIN	Attend 1 GOLD ThinkTank 1 Reference Letter

LEADERSHIP DEVELOPMENT RUBRIC

Leadership Development:

For this component, we are looking for participants to take what they have done in Bronze & Silver and really take it to the next level! For this part of Gold, we are looking for participants take on a role that would require them to develop, and put in practice, a set of leadership skills that they may have already started working on in the previous two levels. We also are looking for ways for students to become more involved and engaged with any group of their choice. The following list is comprised of opportunities we will accept to fulfill this requirement.

Leadership Development Activity Suggestions:

- Make Mid-Term Matter Lead
- On the executive team for a club, society, resource centre or community group
- Memorial Ambassador
- SVB Volunteer Assistant
- Operation Lead for Welcome Week
- Event Lead for a particular event (or series of events) in residence
- Peer Mentor

How Do I Know if My Leadership Activity is Appropriate?

When considering a position you hold as a leadership role, this is how you should (and how us here at the SVB) determine whether or not something should be considered as a way of furthering your leadership skills:

1. Project Development

- Problem-solving & making decisions
- Setting a vision and strategy
- Time Management
- Demonstrating a strong understanding and navigation of organization

2. Ethics & Values

- Demonstrating ethics and integrity
- Carrying yourself well
- Displaying drive and purpose

3. Socialization

- Communicating effectively
- Promoting diversity and inclusion
- Networking with prospective/current members and developing relationships
- Managing/organizing an effective team

If you're wondering about a position/activity that's not on this list, email vip@mun.ca or visit us at UC-3014! ALWAYS double check with the SVB and/or VIP Coordinator on the leadership position should it not be listed as a "pre-approved" position.

PLATINUM LEVEL

Finished your Bronze, Silver, and Gold Levels and ready to give back to the VIP Program? Apply to our prestigious Platinum Level! Unlike other levels, signing up for VIP Platinum is done via application rather than registration. Since you'll be hosting SVB ThinkTanks, we want to make sure you have the minimum communication and leadership skills necessary to make your sessions a good experience for you and the students who attend.



Application Process

The VIP Platinum Level application is released at the beginning of each semester, and the deadline is usually the third or fourth Friday of the term. All Platinum Participants must apply, complete an interview with the VIP Coordinator, and (if accepted) attend a Platinum training session. The VIP Coordinator will work with your availability to schedule the ThinkTanks for the semester. Each Platinum Participant must facilitate two ThinkTanks, usually one in the second month of the semester and one in the third.

GIVE	20 Hours of Volunteer Service
GROW	1 Hour of Professional Development
GAIN	Attend 2 Platinum Reflection Sessions Facilitate 2 ThinkTanks

VOLUNTEER INCENTIVE PROGRAM RECOGNITION CEREMONY

What is it?

The Volunteer Incentive Recognition Ceremony is an annual event where we award students who have completed at least one level of the Volunteer Incentive Program within the previous calendar year. This is a semi-formal ceremony recognizing the very commendable achievements of every student. We especially like to take the time to acknowledge those who have completed the Platinum level as they have gone above and beyond to go to the end and reach the successful completion of the VIP! This event typically takes place in the Winter semester of every year, an evening comprised of celebrating achievements, networking, entertainment and more!

What if I Am Unable to Attend?

If you will not be in the St. John's area at this time, we can find an alternative solution. We will seek this information from you once we are closer to the ceremony next year, so please refrain from asking us when you can get your certificates at this time.



QUESTIONS?

Best Option: Visit us at UC-3014!
(3rd floor of the University Centre).

Our Volunteer Assistants are super friendly and love visitors!

Email: vip@mun.ca for VIP-related questions
OR svb@mun.ca for more general inquiries.

Call: (709) 864-4301

Check out our website! www.mun.ca/volunteer

Office Hours: Monday to Friday 10am – 4pm
Closed when lectures are not in session.

