

# SEARCH

Student Energy in Action for Regina Community Health

## Volunteer Sign-Up Guide



## Volunteering at SEARCH:

Thank you for your interest in becoming a volunteer with SEARCH!

Volunteering can be a very rewarding process! By volunteering at SEARCH, students are provided with the opportunity to develop skills, network with health professionals, and learn about community development and programming. Everyone has the ability to make change and whether you want to volunteer a couple times or on a long-term basis, SEARCH allows you to use your abilities in a real world setting.

## Role of Student Volunteers:

Students representing many disciplines are involved in SEARCH including Nursing, Medicine, Social Work, Kinesiology, Education, Arts & Science and more! Students participate in both the social and medical sides of the clinic while at SEARCH and are responsible for implementing health related programming under the guidance of professional mentors. Examples of student roles while working at the clinic include:

- Greeting clients at the door and tracking statistics
- Working in the kitchen preparing and serving meals for clients
- Observing adult counselling appointments
- Participating in a women's talking circle
- Facilitating health related programming (literacy, cooking, etc.)
- Supervising and participating in children's programming
- Shadowing and doing initial assessments of clients in the medical clinic



## How to Become a Volunteer:

**University of Regina:** Students from the University of Regina (all disciplines) are able to volunteer at SEARCH. In order to begin volunteering, the following steps must be completed:

1. Gather your Supporting Documentation
  - Criminal Record Check (CRC): SEARCH requires all students to present a CRC that is recent within 6 months of the orientation that they attend. This can be a photocopy or original copy. Please see Appendix A for more information on how to obtain a CRC.
  - Register for EHE 001: All U of R students must be registered in a non-credit course called EHE 001. This is a free, non-credit course that covers you for liability insurance while you are volunteering at SEARCH. Students need to re-register in this course each semester they volunteer at SEARCH. To register, please see Appendix B of this guide.
  - Complete your Paperwork: Visit the [How to Become a Volunteer](#) page on the SEARCH website to read, print, and sign the required paperwork for volunteering at SEARCH. If you are a general volunteer please fill out the *Student Package*; If you are attending SEARCH as part of a course requirement, please fill out the *Student Course Package*.
2. Sign-up for Orientation & Shifts Online
  - All students must sign up on the SEARCH online scheduler to attend their mandatory orientation & clinic shifts. Be sure to sign up early to avoid disappointment and please note that students must complete the mandatory orientation before their first shift. Please see Appendix C for detailed instructions on how to sign up on the SEARCH online scheduler.
3. Read the SEARCH Student Volunteer Handbook
  - Visit the [How to Become a Volunteer](#) page on the SEARCH website to download, read, and bring to your orientation session.
4. Attend an Orientation
  - All students must complete an orientation session prior to attending their first shift. Please refer to the orientation schedule on the SEARCH Online Scheduler for orientation dates. Registration is required for orientation. Orientations start at 10:30 AM on Saturdays and 3:30 PM on Mondays, and are held on the first Monday shift and first Saturday shift of each month. Orientations are only held on Mondays May-August. Students that show up late without notice will be turned away and required to attend a later orientation.
  - Bring your supporting documentation (CRC, proof of enrollment in EHE 001, and completed paperwork).
  - Please bring a snack to eat in between orientation and the shift if you are signed up to do both in the same day, as students are not served a meal.

**University of Saskatchewan:** Health sciences students from the University of Saskatchewan are able to volunteer at SEARCH. In order to begin volunteering, the following steps must be completed:

1. Supporting Documentation
  - Criminal Record Check (CRC): SEARCH requires all students to present a CRC that is recent within 6 months of the orientation that they attend. This can be a photocopy or original copy. Please see Appendix A for more information on how to obtain a CRC.
  - Obtain a Faculty Recommendation Form: University of Saskatchewan students are required to have a form signed by a faculty representative. Please contact the SEARCH Executive Director to obtain the form that needs to be filled out.
  - Complete your Paperwork: Visit the [How to Become a Volunteer](#) page on the SEARCH website to read, print, and sign the required paperwork for volunteering at SEARCH. If you are a general volunteer please fill out the *Student Package*; If you are attending SEARCH as part of a course requirement, please fill out the *Student Course Package*.
2. Sign up online
  - All students must sign up on the SEARCH online scheduler to attend clinic shifts. Be sure to sign up early to avoid disappointment and please note that students must complete an orientation before their first shift. Please see Appendix C for detailed instructions on how to sign up on the SEARCH online scheduler.
3. Read the SEARCH Student Volunteer Handbook
  - Visit the [How to Become a Volunteer](#) page on the SEARCH website to download, read, and bring to your orientation session.
4. Attend an Orientation
  - All students must complete an orientation session prior to attending their first shift. These are held approximately twice per month and take place prior to SEARCH shifts. Please refer to the orientation schedule on the SEARCH Online Scheduler for orientation dates. Registration is required for orientation. Orientations start at 10:30 AM on Saturdays and 3:30 PM on Mondays. Orientations are only held on Mondays May-August. Students that show up late without notice will be turned away and required to attend a later orientation.
  - Bring your supporting documentation (CRC, Letter of Recommendation Form, completed paperwork).
  - Please bring a snack to eat in between orientation and the shift if you are signed up to do both in the same day, as students are not served lunch.

**Saskatchewan Polytechnic:** Students enrolled at SaskPolytechnic can volunteer at SEARCH and should complete the following steps to volunteer:

1. Supporting Documentation
  - Criminal Record Check (CRC): SEARCH requires all students to present a CRC that is recent within 6 months of the orientation that they attend. This can be a photocopy or original copy. Please see Appendix A for more information on how to obtain a CRC.
  - Proof of Registration: Students from SaskPolytechnic must provide proof of enrollment in a SaskPolytechnic program in order to participate.
  - Complete your Paperwork: Visit the [How to Become a Volunteer](#) page on the SEARCH website to read, print, and sign the required paperwork for volunteering at SEARCH.
2. Sign up online
  - All students must sign up on the SEARCH online scheduler to attend clinic shifts. Be sure to sign up early to avoid disappointment and please note that students must complete an orientation before their first shift. Please see Appendix C for detailed instructions on how to sign up on the SEARCH online scheduler.
3. Read the SEARCH Student Volunteer Handbook
  - Visit the [How to Become a Volunteer](#) page on the SEARCH website to download, read, and bring to your orientation session.
4. Attend an Orientation
  - a. All students must complete an orientation session prior to attending their first shift. These are held approximately twice per month and take place prior to SEARCH shifts. Please refer to the orientation schedule on the SEARCH Online Scheduler for orientation dates. Registration is required for orientation. Orientations start at 10:30 AM on Saturdays and 3:30 PM on Mondays. Orientations are only held on Mondays May-August. Students that show up late without notice will be turned away and required to attend a later orientation.
  - Bring your supporting documentation (CRC, proof of registration, completed paperwork).
  - Please bring a snack to eat in between orientation and the shift if you are signed up to do both in the same day, as students are not served lunch.

## SEARCH T-Shirts for Sale

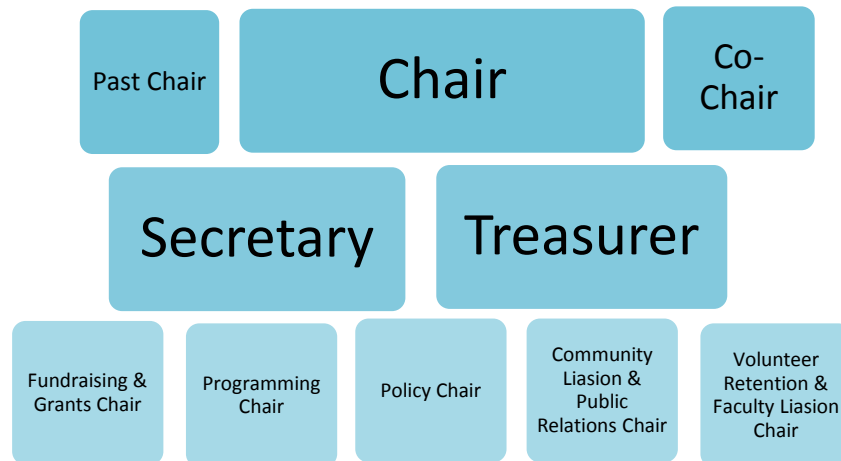
SEARCH volunteers have the opportunity to purchase a T-Shirt at their orientation session. T-Shirts are \$10 each and funds raised help support the SEARCH program.



## SEARCH Board of Directors

SEARCH is governed by a student board of directors. As a non-profit and charitable organization, the SEARCH Board of Directors are responsible for governing the organization and fulfilling their elected portfolios. Each year in May, the board of directors changes over at the SEARCH Annual General Meeting (AGM). Students self nominate themselves for positions at least 48 hours prior to the AGM and are elected at the AGM by the members present.

### SEARCH Board of Directors Structure:



For more information on board of director positions, please visit the [SEARCH website](#).

## Contact

Emily Barber (SEARCH Executive Director)  
Email: [info@searchhealthclinic.com](mailto:info@searchhealthclinic.com)  
Phone: 306-570-6208  
Website: [www.searchhealthclinic.com](http://www.searchhealthclinic.com)

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[@SEARCHRegina](#)

## Appendix A

### Obtaining a Criminal Record Check

SEARCH requires all students to present a criminal record check (CRC) that is recent within 6 months of the orientation that they attend.

#### **Regina Residents:**

If you live in Regina, a CRC can be obtained by the Regina Police Service station at 1717 Osler St. CRC are \$10.00 for volunteers. You may be asked if it is for class credit – for most volunteers this is not the case and you should say “no”.

Hours of Operation:

Monday-Friday  
8:00 AM – 4:30 PM

For more information, visit the following [link](#).

URL: <http://www.reginapolice.ca/resources/criminal-record-check/>.

#### **Residents that live outside of Regina:**

If you live in a municipality outside of Regina with its own Police Service, you must obtain a CRC from your local Police Service station. There may be a fee associated with a CRC for volunteers in your municipality. You may also be asked if it is for class credit – for most volunteers this is not the case and you should say “no”.

If you live outside of Regina and in an area without its own Police Service, you must obtain a CRC from your local RCMP detachment. Please visit the following [link](#) to learn more about having your fingerprints taken and obtaining a CRC.

URL: <http://www.rcmp-grc.gc.ca/en/criminal-record-and-vulnerable-sector-checks>

If you require a letter in order to obtain a CRC, please contact the SEARCH Executive Director and provide your **full legal name & date of birth**.

## **Appendix B**

### **Registering in EHE 001**

All University of Regina students must be registered in a non-credit course called EHE 001. This is a free, non-credit course that covers you for liability insurance while you are volunteering at SEARCH. No other work is required when you sign up for the course, other than attending SEARCH shifts in the semesters that you sign up for.

The process to register into this course is as follows:

1. Log in to UR Self-service
2. Click “Student Services”
3. Click “Registration”
4. Then “Add/Drop Search for Classes”
5. Choose the proper semester
6. Under “Subject” click on “EHE Health Education”
7. Under “Course Number” enter “001”
8. Then click on “Class Search” and register for the course

**Note:** If registration has closed for the semester email the Faculty of Education at [education@uregina.ca](mailto:education@uregina.ca) with your name and student number.

Please ensure you are following these guidelines because the course will appear on your transcript indicating that you volunteered at SEARCH. If students sign up for this course and do not attend a shift that same semester, a “NP” grade will be received on his or her transcript.

Acceptable proof of registration in EHE 001 for orientations:

- Confirmation of enrollment from UR Self-service (printed or digital)
- Email confirming registration from Faculty of Education (printed or digital)



## Appendix C

### How-to Instructions for Online Shift Scheduler

1. Visit the [Current Volunteers](#) page on SEARCH website.
2. Input the password **healthyNC** to access the webpage.
3. Click the link to sign up for upcoming shifts.
4. Log-in using the following information on the SuperSaas website:
  - a. Login Name: **SEARCH**  
Password: **REGINA**
5. You will see a calendar on the right-hand side of the screen. You can scroll through the different months using the arrows next to the month name. SEARCH shifts will be highlighted.
6. **To schedule yourself for a shift or your orientation:**
  - a) Click on the desired date in the calendar. Below the calendar, you will see a blue agenda for the day.
  - b) Click on the highlighted blue section of the daily agenda found just below the calendar. A window will show up. In this window, you will see the names and disciplines of those who have signed up for the event/shift thus far. Below the names of those who have signed up, you will find two options to choose from:
    - New Booking – choose this option if you would like to sign up for the event/shift on that date.
    - Close – choose this option if you are on the wrong date and would like to close out of this window.
  - c) After clicking on the New Booking option, another window will appear. Delete SEARCH's information and enter the following:
    - Your Full Name
    - Your Email address
    - Your Phone number
    - If you are a Student or Mentor
    - Your Discipline and Year of Study
  - d) After filling in the above information, you will have the option of signing yourself up for additional shifts that you would like to volunteer for. Next to the word Repeat, there is a button that you can click "...". After clicking this button, all dates in which shifts are currently scheduled for will show up. You can then proceed to check off any of those dates that you would like to volunteer for. By choosing this option, you will not be required to fill out the above information (i.e. full name, email, etc.) multiple times.
  - e) Click "Create Booking" button at bottom of the window to sign yourself up.
7. You will then be able to click on the highlighted blue agenda for that date and see that you have signed up for that shift.
8. You will receive an email shortly confirming that you have signed yourself up for the shift. You will also receive a reminder email a couple days prior to the shift.
9. **If you need to cancel or alter a shift that you have signed up for, you must email the SEARCH Executive Director at [info@searchhealthclinic.com](mailto:info@searchhealthclinic.com). Please note that the deadline to cancel your SEARCH shift is 48 prior to the scheduled start time.**