

POLICY STATEMENT

Fair Trade Vancouver is committed to an ethic of volunteering and commitment; as an organization our strengths are built upon contribution made by our members and volunteers. Fair Trade Vancouver is therefore happy to provide reference letters upon request.

OUR EXPECTATIONS AND PROCEDURES:

- Letters of recommendation or reference from Fair Trade Vancouver will be solicited from a member of the leadership team who led and worked closely with the volunteer.
- This chosen individual will have had sufficient opportunity to witness and evaluate the volunteer's contribution and efforts.
- The volunteer will provide enough lead-time to meet any deadlines associated with the needed letters. The letter of recommendation or reference will be based on the requirements below.
- If these requirements have not been met the volunteer can and will be provided with a letter of acknowledgment stating the number of hours completed and activities the volunteer had participated in.

OUR REQUIREMENTS:

- To qualify for a letter of recommendation or reference a volunteer must have shown a keen interest in participating in Fair Trade Vancouver activities and have made ample efforts to aid the organization of which a member of the leadership team will evaluate.
- To qualify for a letter of recommendation or reference a volunteer must complete at least 15 hours of volunteer work of which regular working meetings are not included.
- The volunteer must provide details of the individual, organization, or company the letter of recommendation or reference will be directed to.

WHAT WE EXPECT OF YOU:

- To enjoy your time spent volunteering with Fair Trade Vancouver;
- To feel actively engaged on the subject matter;
- To feel your contributions are welcomed, requested and respected;
- To communicate issues or barriers with us;
- To provide feedback on both positives and negatives;
- To help us make volunteering with Fair Trade Vancouver better;
- To help us, help you get more involved if you are so interested.

REQUEST SIGN OFF:**X**_____
Requesting parties name (print)_____
Date Requested:**X**_____
Requesting parties signature_____
Expected completion date: