

DALHOUSIE ALUMNI AND FRIENDS

VOLUNTEER HANDBOOK

An Introductory Overview of
Roles, Resources
and Responsibilities



ALUMNI

alumni.dal.ca
volunteer@dal.ca

DALHOUSIE IS STRENGTHENED IN OUR DIVERSITY.

We are committed to being a place where everyone feels welcome, and we have a number of supports and resources aimed at fostering these values. Dalhousie has policies preventing discrimination, harassment and sexualized violence, and we are actively working to support diverse gender identities and enhance our initiatives to address anti-Black Racism. It is our goal to become a fully inclusive community that is characterized by equity and respect.

www.dal.ca/hres

WELCOME

It is great to have you as a volunteer with the Dalhousie Office of Advancement. For decades alumni have strengthened Dalhousie pride and profile in cities around the globe by raising their hands as volunteers and leaders in our communities. Dating back as early as 1871 with the creation of the Dalhousie Alumni Association, alumni and friends have been mobilizing as groups and individuals through initiatives that build relationships, support students, and strengthen our society.

Volunteering with Dal provides an excellent platform to learn from the diverse alumni and bring perspective into the University's impactful reach. For myself, serving on the Alumni Association Board and the Board of Governors has been equally rewarding, with the opportunity to partake in the University's success missions and meet exceptional people. Through these roles I've grasped how Dalhousie strives to make a real difference in our communities, which we perhaps need now more than ever.

The following information and tools are resources for every Dalhousie volunteer, regardless of your role or position. We ask that you take a few minutes to review each item and follow up with the Office of Advancement with any questions you might have. Whether you have been volunteering with Dalhousie for years or only a few moments, we are excited to work with you and continue this journey together — thank you for your support!

Sincerely,

A handwritten signature in black ink that reads "Devarsh". The signature is written in a cursive style and is underlined.

Devarsh Sood (BEng'14), President, Dalhousie Alumni Association



TABLE OF CONTENTS

About the Office of Advancement	1
Vision	1
Mission	1
Contact	1
Volunteer Program Overview	2
Why Volunteer?	2
What to Expect as a Volunteer	3
Time Commitment	3
Selection Processes	3
Communication	4
Training and Orientation	4
Policies and Agreements	4
Volunteer Recognition	5
Workshops and Toolkits	5
Exclusive Perks and Benefits	5
Volunteer Opportunities	6
The Dalhousie Alumni Association	6
Dal Insight Circle	6
Global Alumni Ambassadors	7
Boards and Committees	7
Mentorship	7
Reunions	7
Other Volunteer Opportunities	7

ABOUT THE OFFICE OF ADVANCEMENT

The Office of Advancement works with alumni, donors and friends of Dalhousie to strengthen and build on existing relationships. We discover and highlight shared interests, secure support for the university, and work to increase connections with Dal's alumni around the world.

VISION

A high-performance university advancement team that achieves outstanding results by inspiring others to provide Dalhousie University with the means to meet and exceed its goals.

MISSION

The Office of Advancement will deepen the university's affinity with its alumni and friends through compelling communication and proactive engagement, motivating them to invest in Dalhousie's vision of the future.

OVER **150,000**
ALUMNI

IN MORE THAN
150 COUNTRIES

WITH **150 YEARS**
OF VOLUNTEER PROGRAMMING

TOP FIVE BENEFITS OF BECOMING A DAL VOLUNTEER

EXPAND YOUR **PERSONAL AND PROFESSIONAL** NETWORKS

IMPROVE YOUR **COMMUNICATION AND LEADERSHIP** SKILLS

GIVE BACK TO YOUR **COMMUNITY** WHILE SUPPORTING STUDENTS AND FELLOW ALUMNI

GAIN EXCLUSIVE ACCESS TO **SPECIAL OPPORTUNITIES**, OFFERS, AND SWAG

GAIN NEW **PERSPECTIVES** AND EXPERIENCES

WHAT TO EXPECT AS A VOLUNTEER

The Office of Advancement is committed to fostering an inclusive, respectful community and volunteer experience, and strives to empower our volunteers as socially responsible citizens that uphold these values. Volunteering with Dalhousie opens pathways to new connections, experiences and opportunities for you, however each volunteer role is unique. We encourage you to discuss your role with us directly should you wish to know more about what you personally should expect as a Dal volunteer.

TIME COMMITMENT

Volunteering is a flexible and easy way to connect, engage, and give back to Dalhousie University and your community. Time-commitment varies by role—some are more structured such as boards and committees, the Dal Insight Circle, and the Global Alumni Ambassador program, while others are more flexible such as event supports and mentorship.

You can connect with our volunteer coordinators at any time to discuss your individual interests and availabilities, or any conflicts with scheduling you may experience.

SELECTION PROCESSES

Some of our volunteer opportunities, particularly our boards and committees, Global Alumni Ambassadors and the Dal Insight Circle have more robust and tailored application processes. These measures are in place as part of our commitment to the diversity, inclusion, and accessibility of our volunteer programming. For further details on the specific selection processes, please visit our role descriptions at alumni.dal.ca/get-involved.

COMMUNICATION

Our primary method of communicating volunteer opportunities, news, and updates will be through email. Occasionally, if something urgent should arise, we may contact you via phone. Lastly, while contact via physical mail is rare, we do ask that our volunteers provide active mailing addresses as this ensures you are eligible for our exclusive Benefits program, event invitations, and additional opportunities that are local to you. To ensure that your contact information is up-to-date, please visit our website or send us an email at volunteer@dal.ca.

TRAINING AND ORIENTATION

The majority of our volunteer opportunities will provide role-specific training before you start. Timing for this training is scheduled in advance and may vary from online workshop to one-on-one phone call or meeting. When you are enrolled in an opportunity, a volunteer coordinator will connect with you directly to further outline any required training.

We would like to emphasize that all of our volunteers are encouraged to participate in our Cultivating an Inclusive Environment workshop, facilitated by Dalhousie's Human Rights and Equity Services team.

Lastly, all volunteers will be connected with a volunteer coordinator at their time of enrollment, and are encouraged to reach out to these contacts or volunteer@dal.ca with questions or concerns at any time.

POLICIES AND AGREEMENTS

All volunteers are expected to review and adhere to a Volunteer Code of Conduct and a Confidentiality Agreement. These policies are in place to ensure a healthy, supportive, and safe environment for all volunteers, and will be provided to you at the time of signing up. Depending on the nature of your role, you may also be asked to sign a Photo/Media release form or other role-specific agreements or waivers. Should you have any questions regarding these policies please contact us at volunteer@dal.ca.

VOLUNTEER RECOGNITION

We are always grateful for the support that our volunteers provide, which continuously enhances our programming and makes various opportunities possible for our students, alumni and communities.

We strive to show our thanks in a variety of ways and will often give volunteers a token of our appreciation, ranging from alumni swag to exclusive opportunities, perks, and more.

WORKSHOPS AND TOOLKITS

When you volunteer with the Office of Advancement or one of our partners, we want to help you feel empowered, informed, and prepared to get the most out of your experience with us. With this in mind, we try to offer professional and/or personal development opportunities at various times throughout the year. These may take the form of web-based guides, facilitated workshops, group discussions, or self-paced toolkits. These opportunities are offered free to our volunteers and are continuously under development and evaluation to ensure we are offering you the highest quality of programming.

EXCLUSIVE PERKS AND BENEFITS

As volunteers, you do so much for our University, and we like to do something for you in return! Throughout the year we offer a variety of exclusive benefits and perks for our volunteers, including regular swag draws, alumni event ticket discounts and more.

Also, have you signed up for the Dal Alumni Benefits Program yet? We have developed partnerships with trusted companies to bring our alumni exclusive rates and special promotions. Learn more and sign up at alumni.dal.ca/benefits.

VOLUNTEER OPPORTUNITIES

There are many ways to get involved with us as a volunteer. Our opportunities range in commitment level, accessibility and location, and the professional and personal skills that they employ and develop. Browse the following descriptions or explore our full role descriptions online at alumni.dal.ca/get-involved to learn more.

Don't see what you were looking for, or not sure which is the best fit for you? Connect with our volunteer coordinators at volunteer@dal.ca or 902.494.6857 and we will help you discover your perfect fit; there is something for everyone!

THE DALHOUSIE ALUMNI ASSOCIATION

With roots stretching back as far as 1871, the Dalhousie Alumni Association proudly represents our 150,000+ alumni worldwide. DAA builds relationships and connections between alumni and their alma mater for a stronger Dalhousie as:

- Strategic advisors for the Office of Advancement
- Champions for the institution, our students, and our communities
- Dynamic and diverse professionals

DAL INSIGHT CIRCLE

The Dal Insight Circle strengthens the university and its impact on a regional, national, and global level through the feedback, opinions, and voices of our alumni and friends. Insight Circle volunteers make a meaningful impact by:

- Answering one question per month on important university initiatives and decisions
- Bringing a diverse, global lens to our work
- Lending individual voices to a shared vision

GLOBAL ALUMNI AMBASSADORS

Global Alumni Ambassadors are champions for their alma mater, fellow alumni, and our student communities. Natural leaders with the desire to make meaningful connections and opportunities for their peers, Alumni Ambassadors support Dalhousie as:

- Key contacts in their region or city for alumni, students, and Dalhousie faculty/staff
- Hosts or supports for alumni and/or student initiatives and events
- Advisors for the Office of Advancement on a variety of topics or local issues

BOARDS AND COMMITTEES

There are several boards and committees across our institution in which Dalhousie alumni and friends can become involved, including Faculty-based advisory boards and the Dalhousie Women's Division. With diverse missions and initiatives, these groups of leaders, innovators, and change-makers contribute to the success of students, alumni and our communities as:

- Strategic advisors to the Office of Advancement, their Faculty, and/or the university community
- Champions for enhancing the student experience
- Thought leaders and collaborators

MENTORSHIP

Mentors support and enhance the learning, growth, and development of our students and future leaders in a variety of capacities across the institution. With various opportunities in place and more on the horizon, mentors make a meaningful difference by providing professional, industry insights and supports that expand our students' exposure and preparedness for life after university!

REUNIONS

Alumni reunions come in all shapes and sizes, from Faculties, class years, sports teams, and student society members. If you have a group of fellow Dalhousie alumni that you want to see reunite on campus, we can help you make it happen!

OTHER VOLUNTEER OPPORTUNITIES

Throughout the year our various programs regularly benefit from the support and dedication of volunteers. Whether it is hosting a registration table at an alumni event, leading a water station at a community marathon, or coordinating a group of alumni and friends to volunteer at your local food bank, we have a variety of unique opportunities for you to get involved!

CONTACT US

alumni.dal.ca

volunteer@dal.ca

902.494.6857

 Dalumni

 @Dal_Alumni

 Dalhousie University

 @dalalumni

