

RRRA PARLIAMENT HILL **STUDENT VOLUNTEER PROGRAM**

Thank you for your interest in the RRRA Student Volunteer Program on Parliament Hill. This program offers successful applicants the opportunity to gain valuable experience working in an office environment where the nation's decisions are made. Your volunteer experience on the Hill will make a notable addition to your resume and stand out when applying for jobs in the future. Duties and hours vary depending on the MP or Senator with whom you are placed and it is not necessary to be a member of any political party to participate in the program; however, it is important to remain cognizant of the policies and values that your respective MP or Senator represents through his or her affiliation with a political party.

As student interest is always greater than the number of MPs/Senators participating, we cannot guarantee that you will be placed. Please fill out this form and attach a resume, a cover letter outlining why you would like the opportunity to participate in this program and any relevant experience that you may contribute to the program (max. 1 page) as well as your class schedule. Drop off the above information to the RRRA office (209 Residence Commons) **no later than Monday, September 27th, 2010 at 5:00 pm.** Students will then be matched with an MP or Senator (who also complete a similar form). It is then the responsibility of the student to work with the MP or Senator's office to arrange a work schedule, specify duties, etc. Most students volunteer approximately one half-day a week (e.g. every Thursday from 1-5pm) but the final arrangement will be worked out between yourself and the MP/Senator with whom you are placed. Furthermore, a professional environment such as this one requires a consistent commitment from its volunteers and it is very important that student volunteers show up when scheduled.

The names of successful applicants and the MP/Senator with whom they are matched will be posted outside of the RRRA office by Monday, October 4th, 2010. Successful applicants must attend a **mandatory** information session to be held the evening of Tuesday, October 5th, 2010 (the location and time of the meeting will be posted along with the names of successful applicants). RRRA will contact MPs/Senators in advance of the posting and provide them with the name(s) and phone number(s) of their volunteer(s). If you have any questions or concerns, please contact Ariel Norman, RRRA Vice- President Administration at (613) 520-2600, ext 1457.

Student Form

Name: _____

Extension: _____ Box #: _____

Alternate Phone Number: (e.g. cell phone, if applicable) _____

Room & Residence: _____

Year & Program: _____

Email Address: _____

Language(s) (spoken, written, read):

English: Excellent Good Basic

French: Excellent Good Basic

Other: _____ Excellent Good Basic

Highest level of French training completed: _____

Geographic Preference:

MP from same Region/Prov./Terr.

Does not matter

Specify Prov./Terr. you are from: _____

Availability:

Please indicate all that apply.

| Day of Week | Morning | Afternoon | All Day |
|--------------------|----------------|------------------|----------------|
| Monday | | | |
| Tuesday | | | |
| Wednesday | | | |
| Thursday | | | |
| Friday | | | |

Political Affiliation:

MP with same Political Affiliation

Does not matter

Your Political Affiliation (OPTIONAL): _____

Areas of Policy Interest:

(e.g.: Human Rights, Finance, Women's Rights, International Affairs, etc.)

Please Specify _____

Agreement:

I _____ agree that if selected, I will maintain my
(please print name)

commitment to the Parliament Hill Volunteer Program. If for some reason I am unable to fulfill my duties as a volunteer (excessive workload, etc.), I will contact the RRRA office immediately to make arrangements for my resignation.

Signed,

(please sign)

PLEASE SUBMIT THE COMPLETED FORMS WITH A **RESUME, COVER LETTER AND CLASS SCHEDULE** DIRECTLY TO THE RRRA OFFICE (209 RESIDENCE COMMONS) BY **MONDAY, SEPTEMBER 27TH AT 5:00pm.** LETTERS ARE TO BE ADDRESSED TO THE ATTENTION OF ARIEL NORMAN, VICE-PRESIDENT ADMINISTRATION.