



Volunteer Reference Policy

Effective Date June 2023

The Invasive Species Council of Metro Vancouver offers a variety of volunteer stewardship events. The purpose of this policy is to establish guidelines and procedures for providing references for volunteers who participate in these events or provide other volunteer services to the organization. This policy applies to all volunteers who have actively participated in ISCMV events and require reference letters or references for personal or professional purposes. The policy ensures a consistent and fair approach to the issuance of references while balancing ISCMV staff time required to provide references.

The ISCMV offers the following reference options based on the amount of time volunteers have committed:

Signing Volunteer Forms

Volunteers who contribute any number of hours volunteering with the ISCMV can request supervising staff to sign documentation attesting to the hours volunteered. Volunteers must provide this documentation at the time of volunteering.

Reference Letters or Online Reference Form

To be eligible for a reference letter from the ISCMV, volunteers must have:

- Completed a minimum of 4 hours of service with the ISCMV, and
- Participated in at least 2 different events, and
- Completed any or all the volunteer work above within 2 years of the request.

Written Request

Volunteers must submit a written request for a reference letter to ISCMV staff. The request should include:

- volunteer's name
- contact information
- the purpose of the reference letter
- any specific requirements or deadlines (for online reference forms, information required on the form should be specified)

Volunteers should submit their reference letter request at least one week before the desired deadline to allow sufficient time for processing.

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Reference letters will highlight the nature of the volunteer activities and the volunteer's contributions. The information provided in reference letters will be accurate, honest, and based on the volunteer's actual participation and achievements.

Personal information about the volunteer, such as contact details, will not be included in the reference letter unless explicitly requested by the volunteer. Reference letters will be e-mailed directly to the volunteer.

Personal Reference

To request ISCMV staff be a reference on a resume, or for a job application/interview, volunteers must have volunteered enough with the organization that the supervising staff has sufficient knowledge of the volunteer's skills to provide details during a reference check. Normally personal references are reserved for volunteers who have contributed many hours and have established a working relationship with staff.

Volunteers must first ask supervising ISCMV staff permission to use them as a reference, and the decision will be made on a case-by-case basis. The staff will provide contact information that is best to be used in the reference. References will focus on the volunteer's skills, work ethic, teamwork abilities, and any other relevant aspects that were demonstrated during the volunteer activities.

The ISCMV thanks all volunteers who contribute to the mission of the society.