

# Request to Recognize Volunteers on the CCR

<b>Today's Date</b>	
<b>Volunteer Position Title</b>	
<b>Coordinating Unit/Organization</b>	
<b>Contact Name and Email</b>	
<b>Other Units/Orgs Involved</b>	
<b>Description of Volunteers' Duties</b>	
<b>Do volunteers attend mandatory training? If so, please explain:</b>	
<b>Who can be a volunteer?</b>	
<b>How do volunteers sign-up?</b>	<input type="checkbox"/> myInvolvement form <input type="checkbox"/> outside Platform <input type="checkbox"/> no registration required
<b>This volunteer position is for...</b>	<input type="checkbox"/> a single event <input type="checkbox"/> multiple events/days throughout the semester
<b>When is the start date? (m/d/y)</b>	
<b>When is the end date? (m/d/y)</b>	
<b>Do you track each volunteers' hours?</b>	
<b>If not: approximately how many hours do students volunteer in this position?</b>	
<b>What do volunteers learn or what skills do they develop by participating in this opportunity?</b>	

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## Select the applicable NACE+ career competencies for this volunteer opportunity:

- Critical Thinking / Problem Solving**  
Ability to obtain, interpret, use knowledge, facts, and data to analyze issues, to make decisions and overcome problems.
- Oral Communication**  
Public speaking skills and ability to express ideas to others clearly and effectively in oral forms to persons inside and outside of the organization.
- Written Communication**  
Ability to write/edit memos, letters, and complex technical reports clearly and effectively to persons inside and outside of the organization.
- Teamwork / Collaboration**  
Ability to work within a team structure, and can build collaborative relationships with colleagues and customers representing diverse viewpoints. Am able to negotiate and manage conflict when necessary.
- Interpersonal**  
Ability to build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints.
- Information Technology Application**  
Ability to apply computing skills to solve problems. Can select and use appropriate technology to accomplish a given task.
- Leadership**  
Ability to organize, prioritize, and delegate work. Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others.
- Professionalism/Work Ethic**  
Act responsibly with the interests of the larger community in mind, ability to learn from my mistakes, demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management.
- Career Management**  
Ability to articulate my skills, knowledge, and experiences relevant to desired position and career goals. Ability to explore job options, take the steps necessary to pursue opportunities, and understand how to self-advocate for opportunities in the workplace.
- Creative Thinking**  
Ability to recognize problems, and generate ideas that are new or unique. Demonstrate flexibility, tolerance for uncertainty, and interest in exploring the unknown; Can test and adapt hypotheses.
- Self-Reflection**  
Assesses, articulates and acknowledges personal skills and abilities, and learns from past experiences and feedback to gain new insights and understandings.

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All entries on students' CCRs include a brief description of the opportunity. These may be different from the descriptions on your promotional materials; CCR descriptions are meant to explain your opportunity to an outside audience, such as an employer or admissions councillor. They also provide students with language they can use for their CV, cover letter, or interview.

CCR descriptions for volunteer opportunities are usually 2 to 5 sentences and explain:

- what this opportunity is (what is the organization/unit, what is the event)
- what do volunteers do
- what is the time commitment
  - *if hours are tracked*: a number of hours can be included as a separate field
  - *if hours are not tracked*: an estimation should be included in description
- what do volunteers learn

We are available to help you craft and edit descriptions so that they are consistent with other opportunities that appear on the CCR. Here is an example to get you started:

**Experience Name:** *Herbarium Volunteer*

**Sponsoring Organization:** *McGill University Herbarium*

**CCR Description:** *Volunteers are students who assist in the daily operations of the McGill Herbarium, a research museum currently housed within the Plant Science Department that contains over 140,000 dried plant specimens collected over the past 200 years. Duties include mounting (gluing), repairing, annotating, and filing specimens according to curatorial standards. Volunteers also photograph specimens and transfer images to an online portal so that label information can be transcribed to the herbarium database. Student volunteers gain skills and experience that could be applied in a variety laboratory and museum settings.*

**Hours:** *[number of hours tracked]*

**Please write a CCR description for this volunteer position**  
(2-5 sentences as needed)