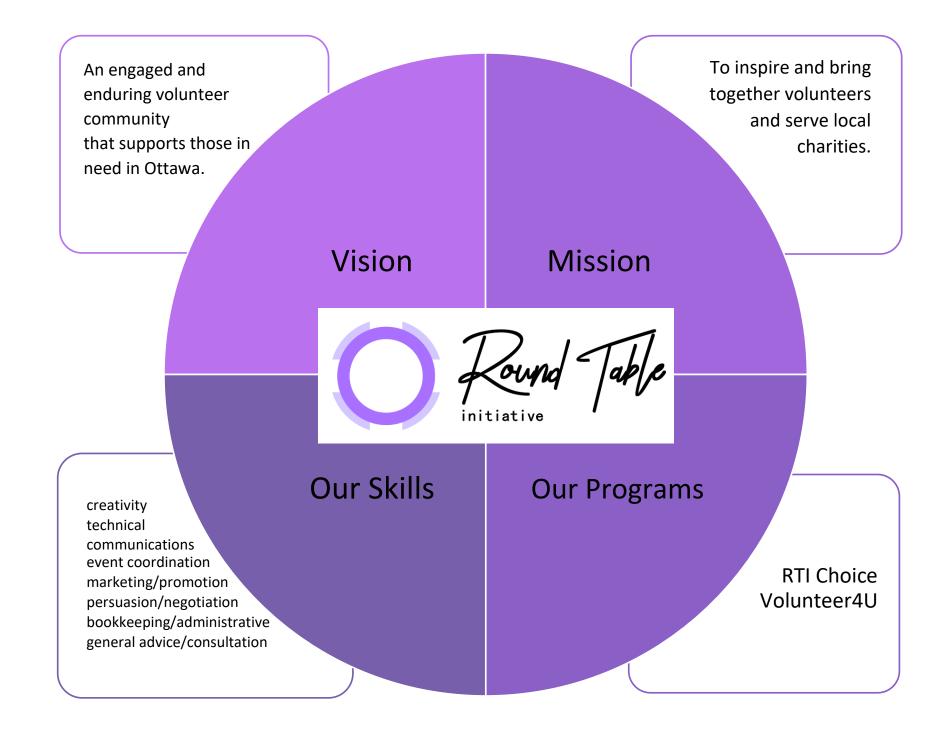
### ROUND TABLE INITIATIVE PROGRAM PACKAGE



## About Us

The Round Table Initiative brings together individuals with varying degrees of volunteer experience. What all members have in common is our desire to work together to help those in need. The meaning behind the name, Round Table Initiative, stems from the medieval reference to the Knights of the Round Table. While we are not knights (in the formal sense of the word), we consider ourselves members of a group; a group that strives to make decisions as equals and as inclusively as possible.

## **Our Vision**

An engaged and enduring volunteer community that supports those in need in Ottawa.

## **Our Mission**

To inspire and bring together volunteers and serve local charities.



# Our Programs

### Cornerstone

The Cornerstone program involves the RTI members planning an event in full. RTI members choose the event type and charity to which all proceeds will go.

On October 20, 2018, RTI hosted its first Cornerstone event: Veils & Cocktails. This event was led by members of the RTI and was a huge success! All proceeds went to <u>Dress for Success Ottawa</u>. To learn about this event, please see our <u>Blog post</u>.

Have ideas for our next Cornerstone event? Contact us!

### Volunteer4U

In this program, the RTI will "lend" out its members to help with the organization or planning of an event or activity. Recipients fill out the <u>RTI Intake Form</u> listing their needs. RTI will then determine if the type of service is feasible.

There are 3 types of volunteer services that RTI can offer:

#### I. Pre Event

RTI members help organize an event before the event date (RTI members would not partake in the actual event)

#### 2. During Event

RTI members volunteer their time to help with tasks/duties during an event

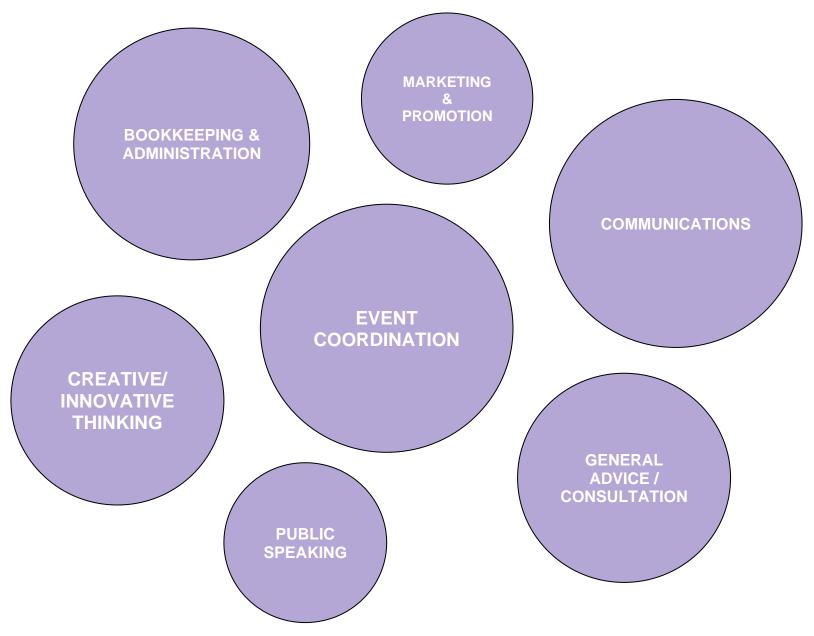
#### 3. The Works

RTI members are engaged at multiple stages of the event

Our volunteers are happy to provide their time and skills to help out. We do not provide funding, materials, or supplies.

# Why RTI?

You might wonder why you should enlist our help for your events. Well, our lengthy list of skills answers that question!





# **RTI Intake Form**

To complete this form online: <u>https://forms.gle/6CP6SQbhzMsR2qRx6</u>

#### Organization/Charity Information

Organization/Charity Name:	Contact Name:
Address of Organization/Charity:	Contact Person's Position:
Email:	Phone Number (optional):
Website/social media:	Registered Charity? O Yes O No If Yes, Registered Charity Number:

Preferred method of contact: 

Email 
Phone
Preferred method of contact:

#### **Event Information**

Brief Description of Event and Purpose (max 100 words):				
Date and Time of Event:	Location:			
Additional Comments:				

#### Volunteer Information

Number of Volunteers Needed (min and max):	Time Commitment:				
	O Weekly O Monthly O Day Of Event O				
	Flexible				
	O Other (please specify)				
Volunteer Shift:	Driver's License needed? O Yes O No				
O Morning O Afternoon O Evening O					
Flexible					
	Will training be provided? O Yes O No				
Qualifications and Skills Needed From Volunteer (marketing, communications, admin, etc):					
Brief Description of Volunteer Responsibilities (max 100 words):					

#### Other

How did you hear about us?						
O Facebook	O Instagram	O Word of Mouth	O Other Charities	O Search Engine		
O Other (please specify)						
l						

Once you have completed this form, please scan or take a picture of it and email it to <u>rtable.in@gmail.com</u>. We look forward to helping you!