



## **Sunshine Coast Healthcare Auxiliary**

### **A HOW TO GUIDE TO:**

Joining the Auxiliary and volunteering in your community  
Hopkins Landing • Gibsons • Roberts Creek • Sechelt  
Halfmoon Bay • Pender Harbour

#### **STEP ONE**

**Contact Sunshine Coast Healthcare Auxiliary (SMH/HCA) through the following ways:**

- Website – complete on line Request For Information (RFI) OR • Service area – Thrift Store or Gift Shop – complete the RFI and leave at the Thrift Store, Gift Shop or Hospital Information Desk OR
- Contact an Auxiliary member, obtain the name and phone number of the Branch Chair.
- The Chair of the branch closest to you will make contact • NOTE: Junior Volunteers follow a different procedure – contact Junior Volunteer Chair directly

#### **STEP TWO**

**The Branch Chair or designate will contact you**

- Will arrange to meet you
- Will explain how the Auxiliary is organized and invite you to the next Branch meeting
- Will describe the various areas for volunteering
- Ask you to complete a Membership Application form
- Ask you to pay your dues (a requirement for insurance purposes)
- Instruct you to apply for a Criminal Record Check • Will explain how to arrange for a Hospital Orientation Tour (mandatory)

#### **STEP THREE**

**Photo-ID**

- Photo-ID may be obtained at Sechelt Hospital Administration Monday – Friday (excluding Stat holidays) 8:00 AM – 12:00 or 12:30 – 4:00 PM
- Usual wait time is 7 days

## **STEP FOUR**

### **Congratulations you are now cleared to start volunteering**

- Notify the Chair/Manager of the area in which you wish to volunteer
- Make an appointment for an interview and orientation Volunteering Opportunities:
- Thrift Shop: staffed by volunteers from the membership of all six branches, it is the main fund raising arm of the auxiliary
- Hospital Information Desk: gives support and direction to patients and visitors
- Gift Shop: provides toiletries and comfort items for patients and great gift ideas to visitors and staff
- Loan Cupboard: provides residents of the Sunshine Coast with hospital type equipment for short term loan, free of charge
- Totem Lodge: helping with birthday parties, hair care and other special events
- Shorncliffe: helping with birthday parties and other special events
- Branch events: plant and bake sales, parades, bazaars and more