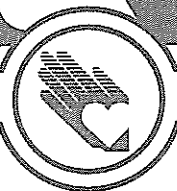


THE JOURNAL OF VOLUNTEER RESOURCES MANAGEMENT

VRM

Summer ... 1996



VOLUME ... 5.3

SENIORS



OAVA

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Guidelines, themes and deadlines are located
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EDITORIAL

Depuis le début du siècle, les progrès de la médecine et l'amélioration des conditions de vie ont changé de façon extraordinaire la définition de "personne âgée". Les concepts de retraite et de loisirs, alors inconnus parce que l'espérance de vie était manifestement beaucoup plus courte, font maintenant partie intégrante d'une étape de la vie active. Le bénévolat existait certainement déjà mais il se présentait sous forme de charité chrétienne empreinte d'esprit de sacrifice. Aujourd'hui, en plus d'ajouter des années à leur vie, les personnes âgées souhaitent ajouter de la vie à leurs années en faisant des activités qui leur plaisent et qui aident les autres en même temps.

De nos jours, le vieillissement de la population, avec l'arrivée des baby-boomers à l'âge de la retraite, entraîne déjà et entraînera dans le futur d'importantes transformations au niveau économique, social et des loisirs entre autres. Dans cette parution, nous examinons le bénévolat des aînés sous différents angles.

Isabel Barnes, dans son article *Seniors and Volunteering*, nous brosse un tableau général des différentes facettes du bénévolat en rapport aux personnes âgées. Elle prend comme point de départ l'étude effectuée pour le Secrétariat d'Etat du Canada en 1987 "Les aspects économiques du bénévolat au Canada" qui analyse les tendances sociales, pour développer sa réflexion sur les effectifs, les motivations et les obstacles auxquels seront confrontés les gestionnaires de centres d'action bénévole.

Georgette Beaulieu nous amène à l'école pour jeter un coup d'oeil sur les classes de grand-parents qui fonctionnent déjà depuis 10 ans. C'est un programme intergénérationnel dont les retombées sont profitables également aux enfants, aux aînés et aux professeurs. Les personnes âgées qui font du bénévolat auprès des enfants apportent avec eux une mine d'expérience et de sagesse; de leur côté, les jeunes apprennent à les comprendre et à les respecter.

Voir à la page 2 / Continued on page 2

EDITORIAL (cont'd)

Dans un autre ordre d'idées, Mariette Labbé nous décrit brièvement les nouveaux sentiers sur lesquels s'engagent les bénévoles-aînés qui viennent en aide aux résidents non-autonomes dans des foyers de soins infirmiers. Là comme ailleurs, la réalité du quotidien s'est transformée et les défis sont très grands.

Quelque soit l'angle sous lequel on le regarde, le bénévolat semble une des activités les plus gratifiantes et les plus valorisantes pour les aînés.

.....

Since the turn of the century new advances in medicine and improved living conditions have altered the definition of the "older population". Seniors now live longer, have more leisure time and many look upon volunteer work as an enriching experience both for themselves and others. This issue of the Journal explores the different angles of volunteering amongst seniors today.

In the main article entitled, "Seniors and Volunteering", Isabelle Barnes gives us a general picture of the different facets of volunteering for seniors. Georgette Beaulieu brings us glorious accounts and benefits of the Class Grandparent Program, an intergenerational program with the Ottawa Board of Education. Mariette Labbé briefly describes new ways in which seniors volunteer their time to help residents in nursing homes.

No matter how we look at it, volunteering appears to be a satisfying and worthy activity for seniors.



Marie-Thérèse Charbonneau est coordonnatrice des bénévoles aux Services communautaires de Prescott et Russell.

LE BÉNÉVOLAT DANS NOS MAISONS POUR PERSONNES ÂGÉES

par Mariette Labbé

Depuis le début des années 90, on assiste à la transformation de nos résidences pour personnes âgées en maisons de soins de longue durée; les résidents sont en plus grande perte d'autonomie et leurs besoins essentiels ne sont plus satisfaits. Parallèlement, le gouvernement n'augmente pas les argents disponibles pour faire face à ce défi de taille.

Pour répondre à ces nouveaux besoins de base on se tourne de plus en plus vers les bénévoles; des bénévoles avec des formations spécialisées comme l'accompagnement des personnes en fin de vie; des bénévoles avec des connaissances techniques pour travailler auprès des personnes qui ont des problèmes cognitifs ou qui doivent faire des transferts puisque la plupart des résidents ont recours à des chaises roulantes ou à des chaises gériatriques.

Dans tous les secteurs d'activités il y a détérioration. Les résidents qui faisaient l'entretien des plantes, la confection de courtpointes, la gérance de la boutique, qui siégeaient sur le comité des résidents, qui participaient à des journées de magasinage sont maintenant remplacés en partie ou en totalité par des bénévoles.

Les bénévoles, elles-mêmes des personnes âgées qui oeuvrent depuis plusieurs années à la Résidence, ont de la difficulté à s'adapter à cette nouvelle réalité: donner un coup de main aux résidents qui veulent participer à des activités sociales, artisanales ou récréatives, organiser des levées de fonds ou des bingo, c'est une chose mais être confronté à la dégénérescence physique et mentale de personnes lourdement

handicapées, jour après jour, c'est autre chose. Pour certaines bénévoles, c'est le miroir de ce qu'elles-mêmes pourraient devenir ... et cette vision est trop pénible à supporter. Leur motivation diminue, leur intérêt se perd. D'autre part, les bénévoles qui sont des membres de la famille des résidents poursuivent rarement leur travail au-delà du décès du membre de leur famille.

Comment retenir ou susciter l'adhésion de bénévoles dont les services sont si précieux (Il faut être réaliste, les foyers de soins infirmiers ne sont pas les endroits les plus recherchés par les bénévoles). Stimuler le sentiment d'appartenance à un groupe bien spécifique tel que les auxiliaires ou l'équipe des soins palliatifs est une façon de maintenir l'engagement des bénévoles dans nos services. Il est également important de développer une conscience sociale pour que chacun partage la responsabilité sociale de ces gens dans le besoin.

La communauté doit se prendre en main, doit s'occuper de ses membres et ces gens qui sont en institution et font aussi partie de cette même communauté.

Mariette Labbé est responsable de la pastorale, chargée des activités et coordonnatrice des bénévoles à la Résidence Prescott et Russell, un foyer de soins infirmiers qui compte présentement 146 résidents.



SENIORS AND VOLUNTEERING

by Isabel Barnes

Age, in our society, is one of the measures used to rule what individuals can and cannot do. Parents acknowledge their child's fourth or fifth birthdays by registering them for school. Depending on province of residence a teenage birthday may bring the right to purchase cigarettes and alcoholic beverages, sign for health treatment or drive a car. Then there is a lull, birthdays come and go with the traditional cake, candies, cards and friends. Privileges are not lost or gained by the passing of one more year, life changes more with events, graduation, becoming a parent or grandparent, change in employment or early retirement. Then suddenly birthday number 65 arrives along with retirement, pension plans, the label of senior, senior discounts and quite possibly spare time. Fortunately, there are no age restrictions on being a volunteer.

According to Statistics Canada, in 1991, 12% of the population was seniors 65 and over: by 2036 this number will have risen to 22%. From 1992 to 2036 the number of seniors is expected to increase 168% to 8.7 million. No other group is growing as quickly. The working age population (15-64) is expected to increase only 28% in the same time

span. It has generally been assumed that in the past the "homemaker" whose children are now grown has been the mainstay for volunteer work. With the development of two income and single parent families, workshop leaders are now telling volunteer recruiters to look elsewhere. Recruiting seniors could well fill this gap.

The last major survey of volunteers in Canada was conducted by Statistics Canada on behalf of the Secretary of State, November 1986 to October 1987. It tells us that 20 per cent of persons age 65 and over volunteer, compared to a high of 37 per cent for 35 - 44 year olds. Assuming the 20 per cent participation to have continued, this means that in 1991 there were approximately 648,000 senior volunteers and by 2036 there will be 1,740,000. Given that an aging society will tend to focus on the elderly, their needs and potentials, and the possibility that those in their 30's and 40's at the time of the survey may continue to volunteer in high numbers, it can reasonably be assumed that these numbers could be much higher. In a society that places a high value on financial success 27 per cent of the population in 1987 volunteered their time.

What is it that motivates them and is the motivation different for seniors?

All volunteers are motivated by wanting to help. In helping a group or individual in which they believe, they receive the feeling of goodwill for having made a difference as the only payment for volunteer services. Beyond this volunteers are also looking to meet other needs. Youth and those in the workforce may be looking for skills and experience. Especially in today's workforce employers are looking for "that something more", things like communication and organizational skills that can be learned and proven as a volunteer. Adults may be looking to help their families, many parents volunteer at their child's school or coach their team. Most seniors however have left the paid workforce and have developed their communication and organizational skills through many years of work or by managing a home. By working as a volunteer they gain the chance to continue to use those skills, to be needed and feel that they are still a useful member of society. Often their volunteer work puts structure in their schedule as they must be somewhere at a certain time of day. Most of all volunteer work for seniors gives them the opportunity to meet people and make new friendships. For the Manager of Volunteer Services the challenge is to develop volunteer positions that seniors

will find rewarding and that complement their skill package.

In developing positions and recruiting senior volunteers the same factors must be considered as for non senior volunteers. Barriers to volunteering must be identified and overcome. Volunteering costs money. The cost of items such as bus fare, lunch money and possibly extra or different clothing can quickly add up. Most senior volunteers in the 1987 study claimed the cost of volunteering was not an issue and Canadian Social Trends 1996 shows the percentage of seniors with low family incomes is falling. There have been, however, recent cutbacks at all levels of government affecting for example pension cheques and prescription charges. At the same time costs like bus fares are rising. This could have an effect on a senior's offering their skills as a volunteer.

Seniors who have retired from the workforce and seniors who were not in the paid workforce may not have developed the skills used in today's technological society. While some seniors have happily taken to "surfing the net" others may fear volunteering in a workplace that requires volunteers to log their time on a computer or use a computer instead of a typewriter. Orientation, training and time may solve this problem.

Helping others with shopping or visiting is one of the favourite volunteer duties for seniors; these are positions of great trust, unsupervised in the community. With the development of The National Education Campaign on Screening Volunteers and Employees in Positions of Trust, and with agencies acknowledging liability issues, references are often being requested from seniors and other volunteers. Younger people are used to being in a more mobile workforce, where references are a way of life. When a senior joins an organization, it may be the first time that they have ever been asked to provide character references. For some this may seem far too formal, along with volunteer application forms and confidentiality clauses, when they "just want to help". Filling in forms and interviews are not the favourite activities of many people. Explaining reasons for reference policies and suggestions as to whom could be called helps in this situation. The more formal approach to volunteering may also dissuade older seniors who have limited formal education. These seniors have lots to offer, stories from the past, skills like knitting, and time to spend with children and many volunteer programs would benefit from their services.

Transportation can also be an issue for

seniors. Because of health or finances or from choice, they may not have access to a car. In rural areas with no or poor bus service this can be a major block in enabling someone to volunteer. Even in cities, icy sidewalks can be treacherous and allowances have to be made for seniors travelling in these conditions. Other factors to note are availability and accessibility of parking, handicapped parking, and buses to the volunteer location.

Seniors are a wonderful resource when looking for people who can volunteer throughout the year during the day. Youth are in school and those in the workforce unavailable. Seniors have the time and many are there and ready to make the commitment to more than one organization. Older seniors often do not like to travel late at night and therefore prefer daytime assignments. If your program allows, "snowbirds" and summer cottage owners can be very reliable volunteers for a part of the year. Seniors, like other volunteers, do not need to be counting and saving their vacation days before making a trip. They, like others, in and out of the workforce, have family commitments that might call them away at short notice. In addition to this, some older seniors may have significant health problems that make it necessary to adjust volunteer schedules from time to time.

Older seniors fall into a group that suffers several changes. With normal aging vision and hearing become less sharp, reaction time and learning a little slower. Arthritis may bring restrictions in mobility. When working alongside senior volunteers or designing volunteer opportunities, check if speed is an issue. Does it matter if the volunteer takes longer if the job gets done? Often when helping another it is a positive quality not to be in a rush. Can the job be done sitting down, is there a social aspect that can be incorporated? Other losses take an emotional toll, loss of loved ones, loss of a family home. Those working with seniors have to be aware and sensitive to these issues. Other seniors can certainly sympathize, indeed many Home Support Agencies rely heavily on senior volunteers, a senior may be a client of one program and a volunteer in another. Younger people may have the desire to help but no education can supplant experience.

One of the hardest situations for any manager of volunteer services is asking a volunteer to leave his or her position. Youth volunteers learn skills, grow, enter the workforce and move on. Parents leave organizations as their children grow. Seniors may leave one volunteer position to take on a more challenging role or just to do something different.

Occasionally a senior volunteer's failing health makes a volunteer placement no longer appropriate and the volunteer must be asked to retire and/or be reassigned. This is particularly difficult if the senior has already suffered several losses or is beginning to show signs of cognitive impairment. This is a small negative in relation to the many positives in working with senior volunteers.

Seniors who volunteer formally through an organization or informally by helping family or neighbours contribute a great deal to our society. In return volunteering may enhance senior's health, self esteem and give meaning to their lives. It is to be stressed that seniors are individuals, no different from any other. Seniors today are not gray haired old ladies, lonely and living in poverty. They probably never were. While statistics and articles may be looked at in order to find trends and generalities, it is important not to use them to create stereotypes. Senior volunteers like every other volunteer have a unique gift to offer, their time and their skills.

Isabel Barnes is Director, Volunteer Services at The Good Companions Seniors' Centre, Ottawa. She has worked with volunteers in the Ottawa-Carleton area for the past seven years.



CLASS GRANDPARENTS ARE TEN YEARS OLD!

by Georgette Beaulieu

"We call Granny our 'Pony Express' because she makes it to our class once a week without fail and in all kinds of weather." Grade 4 teacher

One morning when the class Granny walked into a grade three classroom a little girl drew her aside and told her she had a secret. "My grandmother died yesterday". The Granny hesitated for a moment - was she the one to help this child? Would she know the right words? She could not resist the little girl's questioning look - she expected help from Granny. They sat in a corner of the classroom and were soon joined by two others who wanted to participate in the discussion. One talked about the loss of his dog and the other about a friend who had died. Granny discussed death with them, in terms they understood. After a while, the little girl thanked and kissed Granny and ran off to play. Her class Granny had reassured her.

The Ottawa Board of Education (O.B.E.) Class Grandparent Program was established in 1986 in response to a request from a speech therapist for volunteers to read to children who were not read to at home. Seniors are placed at the elementary level as classroom grandparents. They become grandparents to twenty or thirty

students. They are addressed as Granny, Grandpa, Nana or whatever terms the volunteer and the students decide will be appropriate. Grandparents help the classroom teacher with reading, maths, and crafts. They work with small groups or one-on-one. In areas with a high population of new Canadians, class grandparents work with children learning English as a second language.

"Thank you for helping me learn everything about the English language. Soon I will be able to speak English."
Nadia - 6 years old

From its original small group Class Grandparents has grown, in the past ten years, to a large, vibrant, and active group of seventy-five seniors from a variety of backgrounds. They are committed and reliable and not only become involved in the classroom, but also participate in numerous school activities. In one school, Grandpa has been Santa Claus for the past five years. Others have gone on overnight trips with the class and some are involved in field trips, school plays, or in preparing special presentations. In the 1995-96 school year the class grandparents volunteered for a total of 9,000 hours with the Ottawa Board of Education.

These volunteers have also become colleagues and friends. Every year, since 1990, they meet at Annual Year-End Teas, the Annual Conference for Volunteers and numerous workshops sponsored by OBE's Volunteer Services. Some have met cousins and friends they had not seen for more than thirty years. This year they are also meeting to celebrate the 10th anniversary of the Class Grandparent Program.

"The Class Grandparent Program has added a wonderful new dimension to my life. I feel I have gained so much from these classroom contacts."

For some seniors, this program is just one of many activities in which they are involved. For others it is their only outside contact. "It gives me a reason to live" said a recently widowed man whose children live in other countries.

A senior with little experience with children, was asked to work every week in the library with a 11 year old boy. She listened to him, helped with his reading and discussed his interests. After a month the school principal reported on how the child, who had been a problem in the school, had blossomed since his Granny visited every week and how his classroom behaviour had improved. When told of the phenomenal progress the volunteer

answered: "No one told me he was a problem! He's a charming young boy who needs someone to help him and talk to".

Factors such as geographical distances, single parent situations, or recent immigration may distance children from their grandparents.

"In this day and age of extended and separated families, seniors can provide that bit of continuity and security. A smile, a hug and an empathetic wink from a grandparent brightens up the classroom!"

It became evident early in the program that helping the children to read was not the most important contribution of class grandparents. It is now widely recognized that intergenerational contact is its most beneficial aspect.

"What a classroom Grandpa adds to a classroom cannot be measured. The quality of the relationships between Grandpa and the students is remarkable."

Intergenerational programming is a response to the segregation of generations, to the prevalence of negative images of both elderly and youth in our society, and to misunderstandings that exist as a result of differing lifestyles across the "age divide".

By bringing old and young together, age segregation is reduced and prejudices and misunderstandings are challenged. For older adults, participation in intergenerational programs contributes to improved self-esteem, creates a feeling of being wanted and of making a contribution. It provides them with opportunities for stimulating social interaction.

"I feel wanted and loved as I walk into the school. I feel that I am part of the school community."

The benefits are visible and immediate. The partners get direct help; they feel better, they form friendships; they break through the "generation gap". There is no need for extensive research to see the value of the relationship.

"The children look to Grandma for support and guidance and, in many cases, simply for a friendly ear. She has been, and continues to be indispensable as students find in her an opportunity to share important matters and ideas that might get overlooked in the daily rush. She has a wealth of knowledge and wisdom that students genuinely respect."

The positive influence of seniors in the classroom is also appreciated by teachers.

It is summarized in the following words of a kindergarten teacher.

"Grandparents at school are a precious resource working with our best resource for the future: our students. Do they realize how much they give? What message their quiet, unobtrusive example sends to today's young person growing up in an increasingly fractured, hectic world? The gift of their time in our classrooms is greatly appreciated. We value their warm smiles, their reassuring words and their caring way."

Intergenerational programs such as the Class Grandparents are appreciated by all parties involved. The seniors bring patience, caring and wisdom to the children; the children bring their acceptance, enthusiasm and love to the seniors.

Society will also benefit by having generations that understand and respect one another.

Georgette Beaulieu is the Coordinator of Volunteer Services at the Ottawa Board of Education. She is also President of United Generations Ontario and Chair of the area council.



Let's Hear It!!

We want to hear from you. Please send us your suggestions for themes for up coming issues.

Fax your ideas to (613) 256-0902

WE WERE THERE!

The Editorial Team, past and present members, were hard at work this spring promoting the Journal. Many thanks to all of our supporters who stopped by our table at the OAVA Conference in Hamilton and the CDVH Conference in Hull.

The lucky winners of our draw for a one years FREE subscription were:

Anna Olson
Humber Memorial Hospital
Weston, Ontario

and

Rosemonde Melanson
Beausejour Hospital Corporation
Moncton, N.B.

ANNOUNCEMENT

OAVA and CDVH to merge: At their respective AGM's in May, both the Ontario Association for Volunteer Administration and Ontario Directors of Volunteers in Healthcare passed motions to work toward merging the two organizations. A task force is working on the implementation of this union. Already, there is a joint Advocacy Committee. Congratulations to these two organizations who are working in the spirit of the 90's.



CDVH Opens its Doors

At their recent conference in June, Canadian Directors of Volunteers in Healthcare voted to open its membership to non-health care managers of volunteers. CDVH has, in consequence, changed its name to CAVR: Canadian Administrators of Volunteers Resources. YEAH! We now have a national organization to serve all practitioners in the field.

On the Internet

Watch for OAVA to launch into cyberspace this fall with their very own web site ...

LOOKING AHEAD

**Volonteurope- The Fifth European Workshop
on Volunteer Action October 3-6, 1996**

Rome, Italy

For more information contact: Sandra Turner
237 Pentonville Road
London NI 9NJ (UK)
Tel: 0044 171 278 6601
Fax: 0044 171 278 1020

Manitoba Association of Volunteer Administration October 15, 1996

The Winnipeg Convention Centre

For more information contact: Carmen Court at 1-204-783-8654 ext.226

**1996 International Conference
on Volunteer Administration October 16-19,1996**

Calgary, Alberta

For more information, contact: Anton Walker at (403) 282-5328

National Volunteer Week Dates 1997-2000

April 13 -19, 1997 • April 19 - 25, 1998 • April 18 - 24, 1999 • April 9 - 15, 2000

ANNOUNCEMENT

JVRM will be accepting limited advertising for materials of direct relevance to managers of volunteer services. Just send your ad, camera ready to JVRM at the address on the inside of this issue.

1/2 page ads: \$200.00 • 1/4 page ads: \$125.00 • Business Card ads: \$75.00

Please make cheques payable to OAYA: Journal of Volunteer Resources Management.



JVRM will welcome members' letters, be they complimentary or critical, regarding what your journal means to you. Editorial Committee

WHIT AND WHIMSEY

by Lynne J. Savage

Many people have requested a copy of a poem I wrote several years ago. Since seniors especially enjoyed the piece I offer it to you in this issue. Please read it in the humorous spirit in which it is written.

A Final Chance to be Alone

I do not want to bore you
With advice that's here before you
So I've undertaken writing it as verse.
I have tips for the consumer
With an added touch of humour
On what to wear when riding in a hearse.

If you're planning on internment
Rubber boots will be ensurement
That at least your little feet will be quite dry.
If you're going for cremation
Wear a summertime creation
For the temperature will be extremely high!

Just before you kick the bucket
Check each eyebrow and do pluck it
For you really want to look your very best.
If that well groomed look you're craving
Take some extra time for shaving
For with hairless body few of us are blessed.

To your cleavage say "Goodbye"
For it's true that when you die
They don't prop you up to show that great divide.
If you really are concerned
And for bosoms you have yearned
You may ask that you be tilted to one side.

If you're called by the Almighty
And you're wearing an old nightie
You had best insure it has no rip or tear.
If you're naked when you croak
You should have a handy cloak
And a pair of clean or brand new underwear.

If your face is pale and ashen
It is proper and in fashion
For embalmers to apply a colour base.
If mascara you desire
On the day that you expire
Spend those dying moments making up your face.

Pucker up as you are dying
For it's really hard applying
Lipstick to a mouth that's very tightly drawn.
Tuck in that double chin
Try to wear a little grin
It's important to look lifelike when you're gone.

As you're nearing the last round-up
Just before they dig the ground up
Think of words you'd like engraved upon your stone
Like "with love I've been abounded,
By my family, friends surrounded,
But I finally have this chance to be alone!"

Lynne Savage is a speaker whose philosophy is Laugh and Learn. She welcomes your comments at (905) 371-0700 or by mail at 7340 Fern Avenue, Niagara Falls, CANADA L2G 5H2.



ITEMS OF INTEREST

Council on Aging - Ottawa Carleton, *Use Medication Wisely*, Ottawa, Ontario: 1996.

Ellis, Susan J., *The Volunteer Recruitment Book*, Philadelphia, P.A.: Energize, 1994.

Office on Health Promotion, *Choosing Wellness: An Approach to Healthy Aging*, Victoria, British Columbia

Canadian Association on Gerontology, *The Canadian Journal on Aging*, Ottawa, Ontario: (613) 957-1968

Fischer, L.R., and Schaffer, K.B., *Older Volunteers A Guide to Research and Practice*, Newbury Park, California: Sage Publications Inc., 1993.

Where to get Resources: Anyone interested in acquiring these resources can call (613) 256-5516. for a list of distributors. Any distributor wishing to be included on the list is invited to send their resource and price list to the JVRM.

JOURNAL OF VOLUNTEER RESOURCES MANAGEMENT

Editorial Process and Guidelines for Authors

Objective

The Journal of Volunteer Resources Management is intended:

1. to serve as a credible source of information on the management of volunteers in Canada;
2. to provide a forum for the exchange of ideas and to encourage networking among managers of volunteers;
3. to provide a professional development tool for managers of volunteers;
4. to recognize and encourage Canadian talent in the field of management of volunteers;
5. to include in each issue at least two articles that will consider different views of a specific and predetermined theme.

Target Audience

The Journal's intended audience includes managers of volunteers, educators, media and funders of not-for-profit organizations across the country.

Submissions

All manuscripts will be accepted either on diskette or on typed, double spaced pages. Submissions should be written according to "The Canadian Style - A Guide to Writing and Editing" - Secretary of State, Dundurn Press.

External reviewers may be engaged to review content if deemed advisable by the committee.

The revised draft is edited for clarity and consistency by the Editorial Team.

The edited version is returned to the author for acceptance along with an approval form for signature.

The signed form is to be returned to the Editorial

Team within a week along with any suggestions for final revisions.

Format and Style

Authors are asked to respect the following word counts:

	<u>Words</u>	<u>Pages</u>
Lead Article	2000	5-6
Secondary Article	700-800	2-3
Book Review	150	1

The lead article will look at the topic in some depth and will normally require the author to conduct research into current trends and perspectives on the subject.

The secondary article will adopt a more practical approach, including personal experiences and opinions.

Advertising

Limited advertising will be allowed in the Journal, for materials of direct relevance to managers of volunteer service, and as long as it conforms to the guidelines set out by the Editorial Team. All ads are subject to the approval of the Editorial Team.

Suggested Guidelines:

1. Only 1/4 page and 1/2 page ads will be accepted.
2. Ads must be camera-ready.
3. A maximum of one page of ads will be permitted per issue.
4. Ads are to be placed near "Items of Interest" or toward the end of the issue.
5. Job ads are not recommended.
6. Cost is to be determined by the Editorial Team.



**DEADLINES
FOR SUBMISSION AND THEMES**

<u><i>Issue</i></u>	<u><i>Deadline</i></u>	<u><i>Theme</i></u>
<i>Fall '96</i>	articles due on the 24th of August	Special Events Volunteers
<i>Winter '97</i>	articles due on the 24th of October	Labour Relations
<i>Spring '97</i>	articles due on the 24th of February	To Be Announced
<i>Summer '97</i>	articles due on the 24th of May	To Be Announced



A SPECIAL THANKS ...
... to Aarkade Design & Offset Printing Inc.
for their help in producing this journal.

