



SUPPORT GROUP LEADER PACKAGE

Thank you for your interest in being a Canadian Alopecia Areata Foundation (CANAAF) Support Group Leader. Your contribution is extremely valuable to both the organization and the Canadian alopecia community.

On behalf of Canadians who have been diagnosed with alopecia areata, the Canadian Alopecia Areata Foundation:

- provides structure and tools for community-based support groups
- promotes and supports current research toward treatment and cure
- increases awareness of the disease in the media and education systems; networks with complementary organizations in pursuit of common goals
- dialogues with health communities and government

Goals of the Support Leader

A Support Group Leader hosts regular support groups for members of the CANAAF Community to engage in private discussion, share information, experiences and receive emotional support. In particular, the aims of the support group leader include:

- offering guidance to all individuals and their families through group interactions
- explaining and adhering to confidentiality to provide a safe place for individuals to discuss the impact of alopecia areata on their lives
- offering a forum for individuals to meet with others who are also assessing the impact of alopecia areata upon their individual lives
- assisting individuals to share their experiences and coping strategies in response to alopecia areata

- ensuring the group is open to new participants, being sensitive to their individual experiences, responses and interests
- providing information and education to the general public about alopecia areata, its cause and treatment options
- contributing to CANAAF as a whole, in all of its activities, events, and campaigns

The core goal of a CANAAF support group is to create a safe and confidential environment in which members feel their perspectives are heard and respected as they navigate their alopecia journey. The CANAAF Board of Directors, National Support Coordinator, and other support group leaders are all available to aid you in these goals.

Training Requirements

Once approved by the CANAAF Board of Directors, every CANAAF Support Group Leader is required to complete a training module. This training must be completed in its entirety before hosting a support group. The training includes sections on starting and maintaining your support group, how to moderate group discussion, providing emotional and support to participants, and about CANAAF's mission and work. Attendance at online training sessions and support groups are also required for completion.

SUPPORT GROUP LEADER GUIDELINES

CANAAF requires the following of its support group leaders:

1. **An exclusive CANAAF email account.** There is often a high degree of vulnerability involved in reaching out to a support group, so all messages should be returned in a timely manner, and with a consistent degree of care and attention. The CANAAF website will list your CANAAF email address for participants to RSVP to meetings.
2. Conduct a minimum of **four regular meetings** per year and inform CANAAF's National Support Coordinator (support@canaaf.org) of all meeting dates, times, and locations so that the meeting can be publicized on the CANAAF website and via social media. CANAAF should be informed of any change in date, time or location of a scheduled meeting as soon as possible so that community can be updated.
3. Inform CANAAF if employed by an **alopecia-oriented for-profit business**, and refrain from advertising products or services to individuals participating in the group. If asked about services/products for people with alopecia, be forthcoming as well as provide the names of at least two other relevant businesses. If CANAAF is informed that a support group leader has been exclusively marketing their own business in tandem with the position of support group leader, the agreement of that leader becomes null and void and they may no longer represent CANAAF in any position.
4. Support group leaders offer **peer support** and therefore must acknowledge to their group members they are not psychologists or medically trained. There may be instances when a support group leader determines the group is not able to assist an individual, in which case they are encouraged to work with the National Support Coordinator in connecting the individual with **more formal medical and therapeutic assistance**. If a leader believes an individual within their group is in crisis, it is recommended they advise the individual to seek professional help and go to the emergency department at their local hospital.
5. If your group has a **medical advisor**, ensure their name is provided to info@canaaf.org. The medical advisor is a resource for both a support group and its leader. Their presence at meetings is encouraged, but not mandatory.

6. Read and adhere to all CANAAF policies and guidelines included in your training documentation. This includes CANAAF's Social Media Policy and Conflict of Interest Policy.
7. If you plan to seek reimbursement from CANAAF for group expenses, approval must be sought in advance of the expenditure.
8. A support group leader must not solicit funds. In the event that a support group leader is offered, or receives, any money, whether it be in the form of a gift or donation, the money must be turned over to CANAAF to be deposited in the official bank account. The CANAAF Treasurer will then ensure that the donor receives an Official Tax Receipt, if required. The funds will then be kept available for use by that particular support group, if so designated.
9. Inform info@canaaf.org of any **change in your name, address, or telephone number**.
10. Acknowledge that **the use of CANAAF's name and logo** is permitted only by approved support group leaders who act in compliance with this agreement. This privilege of use can be revoked at any time.

SUPPORT GROUP LEADER APPLICATION

I. Applicant Information

First Name: _____ Last Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Email: _____ Phone (home): _____

Phone (cell): _____ Date of Birth: _____

Current Occupation: _____

Name of Workplace/School: _____

Language Fluency: _____

Emergency Contact Name: _____ Phone Number: _____

II. Your Interest in CANAAF

Each CANAAF support group is dedicated to a specific member demographic. Who will your support group be offered to?

Adults with Alopecia

Kids with Alopecia (12 yrs & under)

Teenagers with alopecia (13-18 yrs)

Parents of Children/Teens with Alopecia

Other: _____

Please write a letter of intent explaining your interest in volunteering for the Canadian Alopecia Areata Foundation. Include your personal experience with alopecia, knowledge base and reason for interest in starting a CANAAF Support group. (Min. 250 words)

Tell us about your strengths and how you envision your CANAAF support group will help Canadians with alopecia.

Are you willing to volunteer if requested for other roles outside of your primary position of interest? If yes, indicate which areas:

Conference Volunteering

Toronto in-person support meetings

Registration Desk for Events

Promoting Awareness (social media campaigns, interviews etc.)

Peer Mentoring

Filling in for other volunteers upon request

Other: _____

No, I would prefer not to volunteer in other capacities

III. References

Please provide contact information for two references. If they are listed in your resume, you can skip this section.

Reference #1: Business Reference

First Name: _____ Last Name: _____

Relationship to Reference: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Email: _____ Phone: _____

Reference #2: Personal Reference

First Name: _____ Last Name: _____

Relationship to Reference: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Email: _____ Phone: _____

IV. Resume/CV & Interview

Please email a current resume or CV along with your application to info@canaaf.org. Upon receiving your application, you will be asked to attend a 30 minute interview with a CANAAF Board Member. You may use this time to ask any questions you may have about CANAAF or the position.

V. Police Record Check

Upon approval, you will be required to provide CANAAF with a police record check from your local police jurisdiction. Please wait for us to contact you before putting in your request.

SUPPORT GROUP LEADER AGREEMENT

Please review and sign this form and return it with the Support Group Leader Application to info@canaaf.org or by mail to 227 Burton Grove, King City, ON L7B 1C7. Completion of this form does not guarantee approval.

By signing this document, I acknowledge receipt of the Canadian Alopecia Areata Foundation (“CANAAF”) Guidelines and Procedures for Support Group Leaders and will comply with the noted goals and requirements, as well as CANAAF’s mandate. Once CANAAF is in receipt of your signed agreement, you will receive a letter from CANAAF indicating whether or not you have been approved as a CANAAF Support Group Leader. Such approval stands until either the Board revokes the agreement or you choose to step down from an approved position.

Signature: _____ Date: _____

Name: _____

If applicant is under the age of 18:

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name: _____

Email: _____ Phone: _____

CANAAF OFFICE USE ONLY

Signature of Authorized Board Member:

Date:

Approved On: