

# Volunteer Application

## Contact/Personal Information

Name		
Address		City/ST/Zip
Home Phone #	Work #	Cell #
E-Mail Address		Church/Organization
*Social Security #	(last 4 digits only)	Date of Birth:

Have you ever been convicted of a felony? *A conviction will not necessarily disqualify you as a volunteer.*  
Yes\_\_ No\_\_ If yes, please explain.

*\*This information allows us to run a free background check via the internet. Information collected in a background check may be shared with Family Promise Staff. It will not be shared with guests or general volunteers.*

## Availability During which hours are you available for volunteer assignments?

<input type="checkbox"/> Weekday mornings	<input type="checkbox"/> Weekend mornings	<input type="checkbox"/> Weekday overnight
<input type="checkbox"/> Weekday afternoons	<input type="checkbox"/> Weekend afternoon	<input type="checkbox"/> Weekend overnight
<input type="checkbox"/> Weekday evenings	<input type="checkbox"/> Weekend evenings	<input type="checkbox"/> Other (Please Specify)

## Interests

### General Volunteer Opportunities

<input type="checkbox"/> Events	Assist in planning and carrying out events for volunteers and/or the general public.
<input type="checkbox"/> Fundraising	Assist in planning and carrying out specific or general fundraising activities.
<input type="checkbox"/> Pick up donations	On an as-needed basis, pick up donated items for delivery to former guest families or for storage.
<input type="checkbox"/> Newsletter production	Write articles, submit photographs, and/or help distribute occasional newsletters.
<input type="checkbox"/> Office Angel	Work in the Day Center performing general office duties as assigned by the Executive Director.
<input type="checkbox"/> Other (tell us!)	

### Volunteer Assignments Specific to Hosting Families

<input type="checkbox"/> Volunteer Coordinator	Manage the volunteer team at your congregation to ensure a successful hosting week.
<input type="checkbox"/> Meal Preparation	Plan, purchase, prepare and deliver a well-balanced meal for guests.
<input type="checkbox"/> Evening Host	Welcome guests, have dinner, assist with activities and guests' needs.
<input type="checkbox"/> Overnight Host	Spend night at facility, handle emergencies and help wake guests at 6:00 a.m.
<input type="checkbox"/> Activities	Plan and organize special activities and events for guests. I.e.; Arts & crafts, holiday themed activities.
<input type="checkbox"/> Laundry	Each host week, a few volunteers wash bedding & towels.
<input type="checkbox"/> Setup and Takedown	Help set up accommodations on Friday evening or Saturday afternoon, take down/move beds on the following Saturday.

**Special Skills or Qualifications** – Include skills acquired through volunteering, work and recreation.

## Previous Volunteer Experience

## Emergency Contact Name:

Address		City/St/Zip
Home Phone#	Work#	Cell#

# Volunteer Application

## Volunteer Agreement

### **Family Promise (FP) Agrees To:**

1. Provide support to assist with resources, and problem solving.
2. Offer quality volunteer training.
3. Inform volunteers about FP events, policies, and procedures.
4. Recognize volunteers for outstanding work.

### **Volunteer Agrees To:**

1. Complete the volunteer application process.
2. Fulfill volunteer duties as agreed upon.
3. Participate in training.
4. Be willing to meet with staff and/or core volunteers (such as Volunteer Coordinators) as needed.
5. Follow policies and procedures set forth by staff.

### **I specifically acknowledge and agree to honor the following policies:**

- ✓ All donations to guests (monetary and/or goods) must be coordinated through the Executive Director and must be anonymous. Guests are not permitted to request or accept donations of any kind without prior approval of the Director, and could be removed from the program if they violate this rule.
- ✓ As a matter of safety and privacy, volunteers are not to share private or personal information such as home address, telephone numbers or email addresses with guests. Guests are not permitted to visit volunteers in their homes.
- ✓ For the safety of both volunteers and guests, volunteers are not to accept responsibility for children in the program. They must remain under the supervision of their parents at all times.
- ✓ By submitting this application, I affirm that the facts set forth are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Volunteer Signature

Date

---