



Volunteer Application

I. Personal Data:

Name: _____ Date: _____

Address: _____

City, State: _____ Zip Code: _____

Home Phone#: _____ Cell Phone#: _____

E-Mail address: _____

___ Please DO NOT add me to your email distribution lists, except to contact me directly about my specific volunteer interests and assignments.

DOB (Optional): _____ Race (Optional): _____

Emergency Contact Person:

Name: _____ Relationship: _____

Phone#: _____ Cell #: _____ Work #: _____

II. Employment:

Employer: _____ Work Phone#: _____

Job Title: _____ Can you receive calls at work? ___

III. Type of Volunteer

___ Individual

___ Member of Group Name of Group: _____

___ Group Leader

___ College Internship/Service Learning
School and Class _____

Instructor's Name: _____

Number of Hours required: _____ By what date: _____

_____ Scout Troop #: _____

Leader Name _____ Phone: _____

IV. Time Commitment: What type of time commitment do you see yourself making?

_____ One-time project

_____ Regular Basis: How Often (weekly, monthly, etc.) _____

_____ Call when needed?

Availability: Circle the days and times that work best for you.

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
Morning	Morning	Morning	Morning	Morning	Morning	Morning
Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon
Evening	Evening	Evening	Evening	Evening	Evening	Evening
Any	Any	Any	Any	Any	Any	Any

V. Facility Preference: Indicate three facilities in order of preference in which you would consider working. Working regularly with residents requires TB testing.

_____ My Friends House (Ages 0-17)

_____ Administrative Offices

_____ TRIPS Center (Ages 18-23)

VI. Volunteer Opportunities: Listed below are many of our on-going needs. Indicate three areas of greatest interest, in order of preference.

_____ **Rock-n-Rollers: *My Friend's House*; 3 hour commitment, any day**

This involves rocking, reading and singing to babies and taking them outside on a stroll. Provide our youngest children with much needed social interaction to help in the development of trust and build the necessary framework for positive brain development.

_____ **Play Dates: *My Friends House*; 3 hour commitment, any day**

This involves positive interaction with individual toddlers as well as working in small groups. Volunteers will assist in implementing developmentally appropriate activities designed to build a child's self-esteem and help them feel loved and supported through the use of play.

_____ **Dust Bunnies: *My Friend's House & TRIPS*; Commitment varies, prior to 2 pm**

At My Friend's House, this involves basic housekeeping duties from washing dishes and vacuuming to tidying bedrooms. It also involves assisting children with their daily chores and helping them develop these necessary life skills. At the Trips Houses, this involves occasional "deep cleaning" as the residents are responsible for most of the daily chores.

_____ **Suds & Duds: *My Friend's House*; Commitment varies, prior to 2 pm**

Mounds of laundry need to be washed, dried and put away daily. It may also involve minor mending and keeping track of needed laundry supplies. Children may be involved in the folding and putting away of their laundry.

_____ **Admin Aces: *Admin Office, MFH, TRIPS*; Monday-Friday, 8:30am-5 pm**

We need help copying, filing, typing, creating spreadsheets, organizing and general support for our staff. Morning and afternoon shifts are available.

_____ **Nail Biters: *Administration Office, MFH, TRIPS*; Commitment varies**

Maintenance/Work as needed at the facilities to paint, decorate, make minor repairs, mow the yard, and rake the leaves. Special skills such as plumbing, carpentry, and electrical are always needed.

_____ **Donation Dudes & Divas: *Admin Office, MFH, TRIPS*; Commitment varies**

Organizes and inventories types and quantities of stored clothing and other resources being collected for residents. Donation Dudes and Divas may be called upon to pick up large donations with your vehicle or by accompanying our staff with City House transportation. Works with Gifts Coordinator as needed.

_____ **Go-Getters: *My Friend's House*; Tuesday or Friday, prior to 2 pm**

Grocery shops for fresh fruits and vegetables and consumable products. On occasion children can join you to help pick out groceries and learn about nutrition, food groups, and money management. There will also be needs to run minor local errands to pick up items.

_____ **Homework Hound: *My Friend's House & TRIPS*; Monday-Thursday**

Provide tutoring or being available to answer questions during homework time. My Friend's House: 3:30 to 5:00; TRIPS as needed.

_____ **M & M's (Meal Makers): *TRIPS*; Weeknights or Weekends**

The kids really appreciate a home-cooked meal. Dinner can be made at home and dropped off or cooked in our kitchen. Or you could treat the residents and staff to a dinner out. A professional cook will make my Friend's House meals.

_____ **Dinner Dates: *My Friend's House*; Daily, 5:30-7:00 pm**

Provide support to child specialists during mealtime. Adults will model appropriate meal behavior and encourage social time at dinner. They will also assist with family style meals and encouraging children to eat and try new things.

_____ **Birthday Buddies: *My Friend's House*; Monthly on 1st Saturday, 1:00-2:30 pm**

My Friend's House will have a monthly celebration for all children who have a birthday that month. Volunteers should be able to provide cake, ice cream, party favors, tablecloths, plates and napkins. All parties will take place on a Saturday and be held at My Friend's House.

_____ **Life Skills Training: *My Friend's House & TRIPS*; Commitment varies**

Life skills' programs include group presentations as well as small group or individual support. Topics may include finance, career education, household living, personal care, transportation/auto care, housing, goal setting, etc.

_____ **Sponsor a Resident Activity: *My Friend's House and TRIPS***

Sponsor an outing such as bowling, Whirly Ball, going to a movie, visiting a museum, hosting a party or a barbeque, you name it. Activities must be scheduled at least 48 hours in advance through the Volunteer Services Department.

_____ **Sponsor a Donation Drive:**

After discussing agency needs with the Gifts Coordinator, organize a drive at your place of worship, business, school or neighborhood for items from the TRIPS or My Friend's House wish list.

_____ **Special Events/Projects**

We participate in many events that require extra manpower for the planning and execution of the event. Participate with other volunteers to accomplish a one-time project. Or help with a monthly project such as special mailings, stuffing newsletters, etc.

_____ **Community Outreach and Speakers Team**

Support our development team as we attend a variety of community events. This requires a desire to interface with the public and may require staffing a booth at a special event. Join our speaker's team as we make presentations to large and small groups throughout the community.

_____ **Other**

Do you see another capacity in which you could volunteer at City House? Describe:

V. References

Please list two personal or professional references that can vouch for your character and can be reached during the 9 – 5 work day. References should not include family members.

1. Name: _____ Email: _____

Employer: _____ Phone#: _____

Relationship to applicant: _____ Alternate Phone#: _____

2. Name: _____ Email: _____

Employer: _____ Phone#: _____

Relationship to applicant: _____ Alternate Phone# _____

VI. Orientation: City House requires all volunteers attend an orientation prior to volunteering. It is held quarterly on a Saturday from 9 am to 1 pm. The cost to attend the training is \$20.00. Contact the Volunteer Coordinator to confirm the date and time of a session convenient for you.

VII. TB Test: City House requires all volunteers obtain a TB test. This can be obtained privately or at City House's orientation for no additional charge.

VIII. Criminal Background Check: City House licensing requirements mandate we conduct a criminal history background check on all volunteers. Volunteers are disqualified from working at City House if they have charges pending or have admitted guilt or been found guilty of committing a felony or Class A and Class B misdemeanors (excluding traffic violations). Appropriate forms will be completed at orientation.

I certify I have made no misrepresentations in this application nor have I withheld information in my statements and answers to questions. I give my permission for this information to be verified, including a criminal background check. Any misrepresentation may cause my application to be rejected.

Volunteer Signature

Date

Staff Signature