



# Volunteer Application (4 Pages)—Please Print

Date: \_\_\_\_\_

Note: Application Must Be Renewed Every Two Years/Is this a renewal:  Yes  No

Prefix: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_ Suffix: \_\_\_\_\_

Preferred Name: \_\_\_\_\_ Employer/Company: \_\_\_\_\_

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ DOB (mm/dd/yyyy): \_\_\_\_\_

\* Required for Background Check

Gender:  Male  Female Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Maiden Name: \_\_\_\_\_ Martial Status: \_\_\_\_\_

Date You Began Volunteering for Share: \_\_\_\_\_

For your safety, should we be aware of any medical conditions?

Please visit [sharevancouver.org](http://sharevancouver.org) (click 'Volunteer') to review expectations in Share's Volunteer Manual.

**Volunteer Preferences:** Please check a box for your preferred area; you may check more than one box.

### On-Going Volunteer Activities:

Meal Preparation: **view video: [sharevancouver.org](http://sharevancouver.org)**

**Check here to acknowledge you have watched video**

- Meals at Family Shelters (Share Homestead & Orchards Inn):  
4-7 pm daily; weekend brunch 9 to 11:30 am
- Meals at Men's Shelter/Share House:  
Weekday: Breakfast 6-8 am/Lunch 9 am-1 pm  
Dinner 2-6 pm  
Weekend/Holidays: Breakfast 8-10 am/Dinner 1-5 pm
- Backpack Food Program: 8:30-10:00 am Thursdays  
(during school year only)
- Summer Meals Program: June 26 to Aug. 10, M-F;  
make meals from 8 am-12 pm meals, drivers deliver  
meals to sites from 10:30 am-2:30 pm
- Children's activities: Saturday & Sunday, flexible times;  
Weeknights, 7 pm
- Office/Clerical Support (6 mo. & 1 day/week minimum commitment)  
at Fromhold Service Center, M-F 9-5, flexible hours
- Hairstylists
- Donations/Warehouse Cleaning & Sorting:  
Fromhold Service Center open M-F 9-5, flexible hours
- Day Center: assist with laundry, storage room, showers,  
M-F 8 am-5 pm
- Translator; Language: \_\_\_\_\_
- Skilled Maintenance, ie: painting, plumbing, etc.

### Short Term Special Events:

- Soup's On: Sun. October 6, 2019  
**Volunteer Orientation Required**
- Annual Gala: Sat. April 27, 2019  
**Volunteer Orientation Required**
- Ambassador for Share at tabling events (events held  
off-site at various locations/dates/times)  
**Volunteer Orientation Required**
- Shop for Share families: fill requests from our warehouse  
supplies for individuals and families moving into shelter or  
housing, Tues-Thurs 1-4 pm
- Easter Baskets: April 2019 (date TBD)
- School Supply Packing Event: Aug. 2019 (dates TBD)
- Laundry for Winter Hospitality Overflow program, Nov. to  
March on Sundays,
- December Holiday Parties for Single Adults: Date TBD  
10 to 11:30 a.m. **Volunteer Orientation Required**
- Shelter Holiday Shopping: Dec. TBD,  
8:30am to 4:30 pm, 3-hour shifts
- December Warehouse Help (to receive & organize  
holiday donations): 9 am-5 pm, M-F
- Adopt-a-Family: Dec. TBD; holiday shopping for clients
- Other events as needed
- Other off-site activities associated with Care for Share events

**Are you volunteering:**  Individually  Family/Friends  
 Group (list name): \_\_\_\_\_ Contact Person: \_\_\_\_\_

If you are volunteering with a group, do you want to be contacted for other volunteer opportunities?  Yes  No

**Are you affiliated with a group who might be interested in volunteering?** If yes, please share group contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

How did you find out about our volunteer program?

Friend  Family  School  Church  Share Website  Work  Facebook  Newspaper  Share Newsletter  
 Other Nonprofit: \_\_\_\_\_  Other \_\_\_\_\_

Share welcomes former clients as volunteers. However, at least one year must have passed since you last received services from Share. Are you currently, or have you in the past, received services from or been enrolled in any of Share's programs?

Yes  No | If yes, what and when: \_\_\_\_\_

Do you need community service hours for school or other programs?

Yes  No  For School  Other

If yes, how many hours? \_\_\_\_\_ By what date? \_\_\_\_\_

Will you need these hours verified?  Yes  No /  One-time  Continuing

Have you ever been convicted of a crime?  Yes  No

If yes, what and when: \_\_\_\_\_

*Note: Background checks are issued for all Share volunteers through the Washington State Patrol; a copy of the background check is available upon request after the volunteer application is processed.*

- I certify that all statements made by me on this application are true and correct to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand and agree that any misrepresentations or omission of facts can exclude my being considered for volunteer services or after my service begins may be cause for termination.
- I understand that my involvement as a volunteer is contingent upon a clean criminal background check.
- I will perform services as a volunteer without compensation, and in performing such services I acknowledge that I am not acting as an employee of Share.
- I understand that I may have access to, or work with information considered confidential regarding clients, employees, and volunteers. Confidential information includes, but is not limited to: names, addresses, phone numbers, circumstances (past, present or future) and all other information considered "personal or private" and thus confidential. I agree to hold all such information in complete confidence both during and following my volunteer period with Share.
- I understand that I may have access to, or work with information considered confidential regarding clients, employees, and volunteers. Confidential information includes, but is not limited to: names, addresses, phone numbers, circumstances (past, present or future) and all other information considered "personal or private" and thus confidential.  
I understand that any disclosure of confidential client information carries with it the potential for an unauthorized disclosure that breaches confidentiality. As a HIPAA compliant organization, Share requires all staff and volunteers to read the Notice of Privacy Practices to have an understanding of Client rights and Share's responsibilities in accordance with HIPAA's rules governing uses and disclosures of Protected Health Information. Please refer questions, concerns, or violations of Privacy and Confidentiality to Dellan Redjou, Director of Volunteers at 360-952-8228.  
 I have read the Notice of Privacy Practices. (online at [Sharevancouver.org/Volunteer](http://Sharevancouver.org/Volunteer)). I agree to hold all such information in complete confidence both during and following my volunteer period with Share.
- I understand that my participation is strictly on a volunteer basis and that there will be no insurance provided against bodily harm. I also understand that volunteer positions are not covered under Worker's Compensation Insurance. I agree to hold harmless the entity known as Share from liability for any and all bodily injury, sickness or property loss/damage sustained while serving as a volunteer

*As a Share volunteer we would like you to know that Share has a boundary policy in place to protect both volunteers and clients. We ask that you do not engage in conversations regarding race, religion or politics. Please do not encourage friendships, offer rides or give out personal information.*

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Signature of Parent or Guardian (if under 18): \_\_\_\_\_

**Return completed application to:**

Share, Attn: Director of Volunteers, 2306 NE Andresen Road Vancouver, WA 98661  
(360) 952-8228 • [mevjen@sharevancouver.org](mailto:mevjen@sharevancouver.org) • [sharevancouver.org](http://sharevancouver.org)

# **Share Volunteer Service Agreement**

Volunteer service workers are the primary source of support for our shelters and programs. We are very thankful to have you here serving us. The following rules apply to all who volunteer for Share. This includes Share House, Share Homestead, and Share Orchards Inn, The Fromhold Service Center, and all off site activities and events.

- Maintain confidentiality about clients, donors, and volunteers should you interact or handle records in any manner. Confidentiality includes not talking about sensitive information in public, open areas where people walk by, or with other clients, volunteers or people not involved in the professional relationship with the client. Confidentiality also includes secure record maintenance for clients, volunteers and donors
- Maintain professional boundaries with all employees, volunteers, contractors, PIC workers, work study students and Share clients. Entering a relationship outside of a volunteer role such as a personal friendship, roommate, landlord or engaging in sexual or romantic liaisons with an active client or intermediate client of the agency is considered unethical and prohibited.
- Sign in and out for every volunteer opportunity. This is a requirement for all volunteers. By signing in, volunteers are agreeing that they have read this agreement, will abide by all safety regulations posted, and will follow directions from staff and lead volunteers.
- Please do not discuss your personal life with clients.
- If you are unable to attend your scheduled shift, please call the volunteer office as soon as possible.
- Wash hands before handling food, after all breaks, smoking or returning from the restroom. Keep the work areas clean. Solicit the help of another person to lift objects over 30 pounds. Ask for help if you need assistance.
- Volunteers under the influence of drugs and/or alcohol will not be permitted to volunteer.
- Follow staff instructions and complete duties as assigned. Ask for help, as needed. Report possible hazards and unsafe activities to staff and/or lead volunteers.
- Harassment of any kind is not tolerated by staff or volunteers. Any behavior that creates discord or restricts volunteers or staff from working will not be tolerated. Report all incidents immediately to staff and/ or the Director of Volunteers.
- Set a positive example for families and children. Appropriate attire and modest language is required.
- Do not accept gifts from current clients of Share. Clients are, by the nature of Share's work, low-income, and their funds should be used for the benefit of their families. Generally, a gift from a child is acceptable only when turning the gift down would be considered rude or unreasonable.
- Do not give, receive or exchange personal phone numbers, email addresses, or social media contacts with a client.

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- Do not make a personal purchase of items for clients, give or make loans (including cigarettes) or accept or offer favors for clients.
- Food, clothing, or any other item may not be taken from the warehouse, food sorting areas or shelters. Unauthorized possession will be considered stealing and will lead to immediate discontinuation of volunteering.
- No smoking on site at any time.
- If you will be involved preparing food at any of our shelters or with the Summer Lunch program please watch the you tube videos at [sharevancouver.org](http://sharevancouver.org) and **initial here that you have done so.** \_\_\_\_\_
- Three meals per day are provided to our shelter clients and residents. If you are at our shelters to help with meal preparation, you are welcome to dine with our residents.
- Due to the varied needs of clients, please call the Director of Volunteers with any questions or concerns.

I have read the volunteer agreement and manual (on-line only) and understand my responsibility to follow these rules while I volunteer for any Share activity. Any injuries will be reported immediately to staff and/or lead volunteers. I understand that I will be asked to discontinue volunteering and leave the premises if I do not follow these requirements and/or do not show good judgment. We appreciate your cooperation following these rules. By doing so, you will help us accomplish our goals and provide the best possible service to our clients.

**Verification of Hours**

If you require written confirmation of volunteer hours, please call the Volunteer Office at (360) 952-8228. Shelter staff is not able to assist you with verification. Only those hours for which we have a written record will be certified. We refer to the volunteer sign in sheets for each location. It is the responsibility of volunteers to make sure they sign the volunteer log each time. Due to the high volume of student volunteers, we ask that you plan in advance and provide the Volunteer Office five (5) days notice. The Volunteer Office can send verification via fax, email or postal mail.

Signature \_\_\_\_\_

Parent or Guardian Signature if under 18 \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

# Share Volunteer Service Opportunities

## **Meal Preparation & Serving**

Time Commitment: 3-4 Hours. Time commitment and frequency is determined by the meal and shelter location. Volunteers work alongside our staff and residents to help prepare and serve meals in our Community Hot Meals Program and in our Shelters. Individuals as well as groups are welcome. Hours: Share Orchards Inn & Share Homestead (family shelters) 4:00 to 7:00 p.m. daily/weekend brunch 9:00 to 11:30 a.m.; Share House (men's shelter) M-F, breakfast: 6 to 8 a.m., lunch: 9:00 a.m. to 1:00 p.m., dinner; 2:00 to 6:00 p.m.; weekends & holidays: breakfast: 8:00 to 10:00 a.m., lunch: 1 to 5 p.m. Volunteers will be working in commercial kitchens and should follow an appropriate dress code of closed-toe shoes, long pants and hair tied back.

## **Backpack Program**

Time Commitment: Every Thursday morning from 8:00 to 9:30 during the school year excluding holiday breaks and spring break. Part of the Children's Hunger Program, the Backpack Program provides food-filled bags for children that are part of the free and reduced lunch programs. Volunteers work with staff to assemble and deliver approximately 1,535 backpacks to 95 Clark County Schools. We also provide food at 12 Fresh Food Pantries in school Family Community Resource Centers through Evergreen and Vancouver Public Schools, plus through our Mobile Fresh Food Pantry; through these initiatives, food assistance is provided to about 2,000 kids per week.

## **Children's Activities**

Time Commitment: 1-2 hours. Volunteers prepare an activity that is suitable for a variety of ages. Volunteers will work alongside clients to complete projects, play games, watch movies, etc. During the school year, children's activities take place weekday evenings 7 to 8 p.m. and on Saturday and Sunday with flexible times. During school breaks, days and times are flexible.

## **Summer Meals Program**

Time Commitment: This program runs Monday through Friday from late June to mid-August. Volunteers can spend from two to six hours as many mornings per week or month as will fit their schedules. Drivers are also needed to transport lunches and must be capable of carrying full coolers. Part of the Children's Hunger Program, Summer Meals provides between 20,000-25,000 lunches to children during the summer months. Meals are assembled from approximately 8:00 a.m. to 12:00 p.m. and drivers are scheduled from 10:30 a.m. to 2:30 p.m.

## **Special Events and Activities**

- Warehouse cleaning and sorting: this is a continual project and is great for groups and individuals
- Clerical assistance; six month and one day per week minimum commitment
- Share Gala and Soup's On!, our annual fundraising activities; set up, clean up, and other opportunities.
- Easter baskets and school supplies
- Skilled maintenance: painting, plumbing, electrical, landscaping and gardening
- Adopt-a-Family & Wish Tags: assist with receiving and sorting gifts to families
- Holiday Cheer Party: Santa's Helper, greeters, snack service, fill wish list, clean up after the event and other activities during the day as needed
- Shelter & other client holiday shopping
- December warehouse help (to receive & organize holiday donations)
- Holiday meals: prepare and serve Thanksgiving and Christmas dinner at our shelters and our Hot Meals Program
- Off-site activities associated with Care for Share events (Cruise the 'Couv, NW Vintage Motocross, etc.)

**If you have any questions regarding any of our volunteer Service Opportunities, please call Molly Evjen, Director of Volunteers, at 360-952-8228 or email her at [mevjen@sharevancouver.org](mailto:mevjen@sharevancouver.org).**

**We look forward to seeing you at Share!**