



# Volunteer Application (4 Pages)—Please Print

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

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

Mr.  Mrs.  Ms.  Miss.  Dr. Last: \_\_\_\_\_ First: \_\_\_\_\_

Middle Initial: \_\_\_\_\_ Maiden/Other: \_\_\_\_\_

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

Martial Status: \_\_\_\_\_ \* Required for Background Check Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Employer: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Position: \_\_\_\_\_

E-mail: \_\_\_\_\_ Date You Began Volunteering for Share: \_\_\_\_\_

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

• 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

### Volunteer Preferences:

Please check a box for your preferred area to volunteer. You may check more than one box.

<p><b>On-Going Volunteer Activities:</b></p> <p>Meal Preparation: <b>view video: <a href="http://sharevancouver.org">sharevancouver.org</a></b>  <b>Check here to acknowledge you have watched video</b> <input type="checkbox"/></p> <p><input type="checkbox"/> Meals at Family Shelters (Share Homestead &amp; Orchards Inn): 4-7 pm daily</p> <p><input type="checkbox"/> Meals at Men's Shelter/Share House:  Weekday: Breakfast 5:30-7:30 am/Dinner 2-6 pm  Weekend/Holidays: Breakfast 7:30-9:30 am/Dinner 1-5 pm</p> <p><input type="checkbox"/> Family Shelter Assistant, 6 month min. commitment &amp; at least one day per week, 10 am to 2 pm or 4 pm to 8 pm; Orientation &amp; Boundary Training required.</p> <p><input type="checkbox"/> Backpack Program: 8:30-10:15 am Thursdays</p> <p><input type="checkbox"/> Summer Meals Program: Late June to mid-August, M-F</p> <p><input type="checkbox"/> Children's activities: Saturday &amp; Sunday, flexible times</p> <p><input type="checkbox"/> Office/Clerical Support (6 month minimum commitment):  Fromhold Service Center open M-F 9-5, flexible hours</p> <p><input type="checkbox"/> Hairstylists</p> <p><input type="checkbox"/> Donations/Warehouse Cleaning &amp; Sorting:  Fromhold Service Center open M-F 9-5, flexible hours</p>	<p><input type="checkbox"/> Translator; Language: _____</p> <p><input type="checkbox"/> Skilled Maintenance, ie: painting, plumbing, etc.</p> <p><input type="checkbox"/> Ambassador for Share at tabling events (events held off-site at various locations/dates/times)  <b>Volunteer Orientation Required</b>  <b>Short Term Special Events:</b></p> <p><input type="checkbox"/> Annual Gala: Sat. April 22  <b>Volunteer Orientation Required</b></p> <p><input type="checkbox"/> Soup's On: Sat. or Sun. in Oct.  <b>Volunteer Orientation Required</b></p> <p><input type="checkbox"/> December Holiday Parties: Dec. 19, 10 am-2 pm Party for Adults; Dec. 21, 8 am-12:30/12-5 pm Party for Families;  <b>Volunteer Orientation Required</b></p> <p><input type="checkbox"/> December Holiday Activities: 9 am-8 pm, M-F; flexible hrs.</p> <p><input type="checkbox"/> Cruisin' the Gut: Third Saturday in July; 8 am to 7 pm, in 3-hour shifts</p> <p><input type="checkbox"/> School Supply Packing Event: August (date TBD)</p> <p><input type="checkbox"/> Easter Baskets: April (date TBD)</p> <p><input type="checkbox"/> Other Events as Needed</p>
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**Are you volunteering:**  Individually  Family/Friends  
 Group (list name): \_\_\_\_\_ Contact Person: \_\_\_\_\_

**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  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: \_\_\_\_\_

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 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 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: Dellan Redjou, Director of Volunteers, 2306 NE Andresen Road Vancouver, WA 98661  
Phone: (360) 952-8228 • Fax: (360) 448-2124 • www.sharevancouver.org  
E-mail: volunteers@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 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 \_\_\_\_\_



## Volunteer Service Opportunities

### Meal Preparation & Serving

Time Commitment: 2-5 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 to 7 p.m.

daily; Share House (men's shelter) M-F, breakfast: 5:30 to 7:30 a.m., lunch: 9 a.m. to 12:30 p.m., dinner; 2 to 6 p.m.; weekends & holidays: breakfast: 7:30 to 9:30 a.m., lunch: 1 to 4 p.m. Volunteers will be working in commercial kitchens and should follow an appropriate dress code of closed-toe shoes and long pants.

### Backpack Program

Time Commitment: Every Thursday morning from 8:30 to 10:30 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 1,850 backpacks to 90+ Clark County Schools. We also provide food at ten Fresh Food Pantries in school Family Community Resource Centers through Evergreen 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, do homework, etc. Children's activities take place Wednesday evenings 7 to 8 p.m. and on Saturday from 4 to 5 p.m. or 7 to 8 p.m. Homework Helper: once per week from 7 to 8 p.m. to help students of all ages with a variety of homework questions.

### 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 25,000-30,000 lunches to children during the summer months.

### Special Events and Activities

- Warehouse cleaning and sorting: this is a continual project and is great for groups and individuals
- Clerical assistance; six month minimum commitment
- Share Gala and Soup's On!: Our annual fundraising activities; set up, clean up, and other opportunities.
- Compiling Easter baskets and school supply baskets
- Skilled Maintenance: painting, plumbing, electrical, landscaping and gardening
- Adopt-a-Family & Giving Tree: 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.
- 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 (Cruisin' the Gut, NW Challenge, Vintage Motocross, etc.)

### Occasional Donation Pickups and Supplemental Delivery Driver

Time Commitment: This is on an on call basis and is generally 2-3 hours. Volunteers pick up miscellaneous donations or deliver additional supplies from the Share Fromhold Service Center to the family shelters. Holiday times are the highest need for this activity. Drivers must have a vehicle suitable to delivering supplies or picking up donations, maintain current vehicle insurance and be able to do some lifting.

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

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