



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.

On-Going Volunteer Activities:

Meal Preparation: **view video: sharevancouver.org**

Check here to acknowledge you have watched video

Meals at Family Shelters (Share Homestead & Orchards Inn): 4-7 pm daily

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

Family Shelter Assistant, 6 month min. commitment & at least one day per week, 10 am to 2 pm or 4 pm to 8 pm; Orientation & Boundary Training required.

Backpack Program: 8:30-10:15 am Thursdays

Summer Meals Program: Late June to mid-August, M-F

Children's activities: Saturday & Sunday, flexible times

Office/Clerical Support (6 month minimum commitment):

Fromhold Service Center open M-F 9-5, flexible hours

Hairstylists

Donations/Warehouse Cleaning & Sorting:

Fromhold Service Center open M-F 9-5, flexible hours

Translator; Language: _____

Skilled Maintenance, ie: painting, plumbing, etc.

Ambassador for Share at tabling events (events held off-site at various locations/dates/times)

Volunteer Orientation Required

Short Term Special Events:

Annual Gala: Sat. April 22

Volunteer Orientation Required

Soup's On: Sat. or Sun. in Oct.

Volunteer Orientation Required

December Holiday Parties: Dec. 19, 10 am-2 pm Party for Adults; Dec. 21, 8 am-12:30/12-5 pm Party for Families;

Volunteer Orientation Required

December Holiday Activities: 9 am-8 pm, M-F; flexible hrs.

Cruisin' the Gut: Third Saturday in July; 8 am to 7 pm, in 3-hour shifts

School Supply Packing Event: August (date TBD)

Easter Baskets: April (date TBD)

Other Events as Needed

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 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 _____