

Helen Richardson, Margaret Baldwin

## Steps to Becoming a Volunteer

1. Volunteer fills out application after obtaining a hard copy from the Village office (5830 NE Alameda) downloading one from the website, or receiving a copy by email. The paper application can be returned the following ways:

- mailed to NE Village PDX, P.O. Box 18175, Portland, 97218,
- scanned and emailed to [info@nevillagepdx.org](mailto:info@nevillagepdx.org)
- dropped off at the office between 10-3 pm M-Th.

2. A Volunteer Coordinator from the Village will contact you to set up an interview to introduce you to our village. You will talk about the services you want to provide, your past experience with volunteering, etc. At the interview you will be asked to sign a Villages NW (VNW) Confidentiality Agreement.

4. Your references will be checked by the Volunteer Coordinator or another member of the Volunteer team.

5. You will receive an invitation to have a criminal background check online with Sterling Volunteers. The cost is about \$35 and is paid for online. This fee can be a tax deductible donation to the Village or can be paid for by the Village. **Please let the office know when you receive your approval from Verified Volunteers** (The email comes from The Advocates@Sterling Volunteers)

6. You are required to attend at least one volunteer training. You will receive training dates at your interview or as they become available. In addition you may have an opportunity to accompany a more experienced volunteer to perform a service for a member, if you choose.

If you want to become a driver, there are more steps to complete. We can talk about this at the time of your interview.