

# ITAV 10591

**It Takes A Village**

## VOLUNTEER APPLICATION

It Takes a Village 10591 (ITAV) is a non-profit 501(c)(3) corporation founded by residents of the 10591 zip code. Our mission is to provide support and services that allow seniors in our community to remain independent in their homes. ITAV will provide a wide variety of activities and programs, as well as services from volunteers and vetted third-party providers.

### Ways to be Involved

Please check those volunteer services with which you would like to help and the times you are available.

#### SERVICE COORDINATORS

As a Service Coordinator you are responsible for helping members schedule services. It is all done by telephone from your home or wherever you prefer.

ITAV operating hours are Monday - Friday 9:00 am - 5:00 pm. As a Service Coordinator you are asked to handle calls for up to 4 hours a week. We will match the time and days that best fit your schedule. Training is pretty simple and requires one 60 to 90 minute session. You are required to have a computer and internet connection.

#### COMPANIONSHIP

- Daily phone check
- Read books
- Play cards
- Tea / coffee visit

#### TRANSPORTATION

- Volunteer Driver
- Accompany on train/bus

#### PAPER WORK

- Bill paying
- Medical insurance form help
- Organize personal papers

#### HELPING HANDS

- Snow removal
- Lawn/garden maintenance
- Small repairs
- Air conditioner set up
- Change car battery
- Thermostat, smoke detector
- Change light bulbs
- Window screens on/off
- Picture hanging
- Holiday setup/take down

#### TECHNICAL SUPPORT

- Computer e.g. setup, email
- Printer troubleshooting
- TV remote & cell phone

#### FOOD & MEALS

- Prepare or deliver meals
- Grocery shopping

#### AT HOME ASSISTANCE

- Simple mending/sewing
- Dog walking
- Pet sitting
- Plant watering
- Gift wrapping

#### ARRANGE IN HOME SERVICES

- Massage / yoga
- In-home hair services
- Manicure/pedicure

### TIMES I'M AVAILABLE:

Monday     am     pm  
 Tuesday     am     pm  
 Wednesday     am     pm

Thursday     am     pm  
 Friday     am     pm  
 Saturday     am     pm

*On Call List:* I cannot commit to a regular schedule. Place me on the *on-call list* to serve on short notice.

# Over

Please complete the application on the reverse side.

First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State/zip \_\_\_\_\_

Telephone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Relationship \_\_\_\_\_ Telephone \_\_\_\_\_

**Reference Checks:** Please provide information for two references and sign below to give ITAV permission to contact them.

*Reference 1:*

First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State/zip \_\_\_\_\_

Telephone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

*Reference 2:*

First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State/zip \_\_\_\_\_

Telephone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

**Back Ground Check:** Please sign below to give ITAV permission to conduct a back ground check which is required for all volunteer drivers and a reference check for all other volunteers to insure the safety of all.

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

**If you wish to be a Volunteer Driver attach a copy of the following:** \_\_ Driver's License \_\_ Vehicle Registration \_\_ Auto Insurance  
**Declarations page**

**DMV Check:** As a safety precaution we require a DMV check for all volunteer drivers. Please sign below to give ITAV permission to conduct a DMV check.

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

**Certification:** I certify that the information provided in this application is true and accurate. I understand that this position is strictly as a volunteer and there is not any financial compensation.

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

**Volunteer Handbook:** I have read the ITAV 10591 Volunteer Handbook and agree to follow the guidelines and policies to the best of my ability.

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

**Interviewed by:**

1. \_\_\_\_\_ Date: \_\_\_\_\_

2. \_\_\_\_\_ Date: \_\_\_\_\_