



Dear Friend of Foster City Village,

Thank you for your interest in becoming a Foster City Village volunteer. We recognize the value of your time and we will do everything we can to make your volunteer experiences gratifying and fulfilling. Our volunteers play a vital role in carrying out the mission of Foster City Village - enabling older adults to continue living in their homes and enjoying the community they love as they age.

The Foster City seniors that you will be serving may include those who are frail and/or otherwise dependent upon others. Please note that all volunteers will have a background check, references verified, and DMV driving record validated. This is to protect both the seniors you will be helping, and you, the volunteer. In addition, our volunteer drivers must provide proof of auto liability insurance. All Foster City Village volunteers will be covered by our general liability policy.

Please start the Volunteer Application process by completing the Profile and Volunteer Opportunities forms. Once we receive the completed and signed forms, we will contact you for a brief volunteer interview, answer any questions you might have and explain next steps.

Return these documents to: Foster City Village

Mailing Address: 969-G Edgewater Blvd, #901, Foster City, CA 94404
Office Address: 1000 E. Hillsdale Blvd., Foster City (Community Center, 2nd Fl)
Office Phone: 650-378-8541
Email: fcvillage@att.net

Thanking you in advance, we look forward to welcoming you to the Foster City Village Volunteer family.



Neighbors Helping Neighbors

A Community Non-Profit that Provides Services in Support of Successful Aging



VOLUNTEER PROFILE

-VOLUNTEER APPLICATION-

Name _____ Date _____

Address _____

Telephone (H) _____ (Cell) _____ Email _____

In Case of Emergency, Please Notify:

Name _____ Relationship _____

Telephone _____ Email _____

Personal References:

1. Name _____ Telephone _____

2. Name _____ Telephone _____

Volunteer Availability (there is no commitment and you may change your availability at any time):

- Please check the days of the week you may likely be available to volunteer:
__M __T __W __Th __F __Sat __Sun
- Please estimate the amount of time *each month* you wish to volunteer:
__1 hr __2hrs __3hrs __4hrs __5hrs __5-10hrs __>10hrs

Driver Information (if Volunteering for Transportation Services):

Insurance Company _____

Policy Number _____ Effective Date _____

Auto Information: (1) Year _____ (2) Make/Model _____ (3) Lic. Plate _____

I understand that as a volunteer for Foster City Village, I am responsible for carrying my own auto liability and physical damage insurance in order to maintain my active volunteer driver status with Foster City Village. Any damages to my vehicle are to be covered by my own insurance.

Volunteer Signature _____ Date _____

Received By _____ Date _____

VOLUNTEER OPPORTUNITIES

-VOLUNTEER APPLICATION-

Volunteer Name: _____

Date _____

Please Check Your Area(s) of Volunteer Interest...



Transportation Services

- Grocery shopping
- Personal care appointments
- Medical appointments
- Salon appointments
- Village social and cultural events
- Errands (bank, pharmacy, stores)



Social Programs Assistance

- Monthly coffees, luncheons and potlucks
- Book clubs
- Game days
- Interest groups, such as theater groups
- Field trips to shows, movies, museums
- Holiday parties
- Presentations & events coordination



Health & Wellness Support

- Phone “Check-ins” and member visits
- Doctor visit assistance
- Home safety & fall prevention education
- Partner health program(s) support
- Walking & companionship
- Meal sharing



Village Operations

- Special projects
- Publicity, social media
- Website design and maintenance
- Fundraising



In-Home Assistance

- Light lawn & garden care
- Yard clean-up, gutter cleaning
- Assistance with furniture arrangements, flipping mattresses
- Assistance with pet care
- Property check-ins when away on vacation
- Home organization, hazardous waste disposal & clutter clean-up
- Medications disposal
- Trash & recycling to the curb assistance



Minor Handyman Services

- Carpentry - Door adjustments, light repairs
- Electrical – Replace light bulbs, change batteries in smoke alarms
- Plumbing – Unclog toilet or sink drain
- Miscellaneous—Replace furnace filters, hang pictures, assemble furniture, etc.



In-Home Technology Assistance

- Computers & peripherals
- Facebook, Skype, Face Time
- Telephones
- Mobile devices
- Televisions
- Stereos



Membership Nurturing Assistance

- New member welcome & orientation
- New member 90 day “buddy” support
- Membership satisfaction surveys
- Member “testimonial” statements
- Member health & wellness concerns
- Village “scrapbook” maintenance