

Volunteer Application Form

Thank you for your willingness to help College Hill neighbors live comfortably and safely in their community for as long as possible. Please return form to Village on College Hill, 115 Parker Ave, Easton, PA 18042.

Name: _____ Date: _____

Address: _____

Phone #: _____

Cell# _____ EMail: _____

Please indicate your age range below:

___ < 50; ___ 50-59; ___ 60-65; ___ 66-70; ___ 71-75; ___ 76-80; ___ 81-85; ___ 86+

Current/former occupation: _____

___ I am a Member of The Village on College Hill

___ Please send Membership Information

Emergency Contact Name: _____ Ph#: _____

Relationship: _____ Cell# _____

There are two kinds of VCH volunteers:

1. Core Volunteer work (in meetings or from their own homes) to keep the organization running smoothly.
2. Member-to-Member Volunteers help VCH members by driving them to appointments or by helping them in their homes.

To become a volunteer there are a few steps, to assure VCH that those helping out are reliable, trustworthy, and of good personal character.

1st - the Volunteer Application Form is filled out and sent in.

2nd - the personal references listed on the application are called.

3rd - for Member-to-Member Volunteers, a confidential background check is made by an independent agency. *(The Village receives only the results; personal identification is protected)*

Please tell us how you could assist VCH:

As a Core Volunteer, I could help with:

1. _____ Joining the team of Call Managers. From their home, Call Managers will answer members' phone calls concerning programs and services, receive service requests from members, input data into the web site, dispatch volunteers, be the go-between for members and volunteers.
2. _____ Coordinating volunteer recruiting, training, organizing.
3. _____ Organizing Lifelong Learning programs, discussions and experiences
4. _____ Accounting or financial management
5. _____ Marketing The Village on College Hill to the community (communications, copy-writing, publications design)

As a Member-to-member Volunteer, I could help members by:

1. ____ Driving (taking a member to appointments, shopping or on errands)
2. ____ Providing In-home assistance (visit, call, meal preparation, grocery shopping (with or without the member), water plants, pet care, mail pick-up).
3. ____ Assisting with Paperwork (bills, taxes, medical forms, correspondence)
4. ____ Helping with Light Home Maintenance (take out trash, change light bulbs, hang pictures/shades, etc). Assessing repairs and help with recommendations.
5. ____ Helping with Electronics: (TV/Cable, answering machines, computers, programming thermostats, digital clocks).
6. ____ Helping with Outdoor work (snow shoveling, leaf raking, pruning, gardening consultation
7. Other: _____

I am generally available to volunteer:

____M-F ____ Saturday & Sunday ____9 AM-5 PM ____ 5-9 PM

I am never available at these days/times: _____

The Village on College Hill members place great trust in the volunteers who help them. Before enlisting a volunteer to help in neighbors' homes, The Village on College Hill attempts to assess his or her trustworthiness and reliability. Therefore, please list two references below:
(Please print)

1. _____ phone _____
2. _____ phone _____

Please read the following paragraphs and sign below:

I understand that The Village on College Hill members will be depending on me and that they deserve to be treated with kindness and dignity. If I am unable to fulfill a commitment I have made to provide a service for a member, it is my responsibility to notify The Village on College Hill in sufficient time for a replacement volunteer to be arranged for. I hereby agree to maintain the confidentiality of the members that I serve and to comply with all of The Village on College Hill's rules and regulations.

I certify that the information I have supplied in this application is true and correct to the best of my knowledge. I hereby authorize The Village on College Hill to investigate my background information, including making inquiries of law enforcement agencies for possible pending charges or convictions and release The Village on College Hill from all liability related to this investigation. I understand that the requested information is for the sole purpose of gathering accurate information for volunteer services at The Village on College Hill and that it will remain confidential.

I have read and understand the above and by my signature consent to these statements.

Signed: _____ **Date:** _____

[1] To protect The Village on College Hill and its members, all prospective Member-to-Member Volunteers will receive a background check as part of the application process. You will be asked to furnish information such as your birth date, driver's license number and social security number for review by a service specializing in background checks for possible criminal history. You will be able to transmit this information directly to the service using a secure website; it will not come to The Village on College Hill. Only the resulting report will be sent to VCH, without personal data (For drivers, additional information may be requested by The Village on College Hill). Such history will not necessarily result in denial or loss of volunteer placement.