



Conejo Valley Village

VOLUNTEER APPLICATION

APPLICANT INFORMATION

First Name:	Middle Name:	Last Name:
Do you have a preferred nick name?		
Gender Female <input type="checkbox"/> Male <input type="checkbox"/>		
Address:		City:
		ZIP Code:
How long have you lived at this address?		
Home Phone: ()		Cell Phone: ()
Email:		
What is the best way to contact you? <i>(please circle)</i> Email Home phone Cell Phone Mail		
Other than English, what language are you fluent in? _____		
I am a member of Conejo Valley Village Yes No		

PLEASE CHECK THE OPPORTUNITIES THAT INTEREST YOU

Volunteer with members	
<i>Assistance with electronics</i>	<i>Personal Services (cont.)</i>
<input type="checkbox"/> Computer assistance - Windows	<input type="checkbox"/> Check in email
<input type="checkbox"/> Computer assistance - MAC	<input type="checkbox"/> Check in phone call
<input type="checkbox"/> Configure cell phone	<input type="checkbox"/> Decluttering/downsizing
<input type="checkbox"/> installing a printer	<input type="checkbox"/> Delivery
<input type="checkbox"/> Other electronics	<input type="checkbox"/> Hearing Aid – clean/repair
<input type="checkbox"/> Set up TV remote control	<input type="checkbox"/> Home visit
<input type="checkbox"/> Training using the CVV website	<input type="checkbox"/> Mailing Packages
<input type="checkbox"/> Help with using social media	<input type="checkbox"/> Prescription pickup
	<input type="checkbox"/> Reading/interpret documents
<i>Home Maintenance</i>	<input type="checkbox"/> Reading/organizing mail
<input type="checkbox"/> Light gardening (occasional)	<input type="checkbox"/> Shopping (without member)
<input type="checkbox"/> Minor repair	<input type="checkbox"/> Visitation – home/hospital/rehab
<input type="checkbox"/> Trash cans – home to curb	<input type="checkbox"/> Visit - Zoom
<input type="checkbox"/> Trash cans – curb to home	<input type="checkbox"/> Walking companion



Conejo Valley Village

<i>Pet care</i>	<i>Transportation</i>
<input type="checkbox"/> Feed Pet	<input type="checkbox"/> Event transport out of area
<input type="checkbox"/> Pet watching - temporary	<input type="checkbox"/> Transport one way beyond CVV
<input type="checkbox"/> Take pet to veterinarian with member	<input type="checkbox"/> Transport one way within CVV
<input type="checkbox"/> Walk the dog	<input type="checkbox"/> Transport round trip beyond CVV
	<input type="checkbox"/> Transport round trip within CVV

VILLAGE SUPPORT AND VILLAGE OUTREACH	
<i>Village Support</i>	<i>Village Outreach</i>
<input type="checkbox"/> Event - delivery	<input type="checkbox"/> Help with an Outreach Event
<input type="checkbox"/> Event – clean up	<input type="checkbox"/> Outreach (speaking/writing)
<input type="checkbox"/> Event – set-up	

SKILLS AND INTERESTS

Please provide any other information you wish to share.
 For example: special skills, hobbies, past/present work experience, reasons for volunteering

VOLUNTEER DRIVERS

Please note that errand-running and transportation assistance is frequently requested by members.

Do you own your own vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, is the vehicle properly maintained and does it meet safety requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No For example: seatbelts, airbags, braking, oil changes regularly, etc.



Conejo Valley Village

EMERGENCY CONTACT INFORMATION

In case of emergency, we have your permission to contact the following individuals:

Primary Contact:

Name: _____ Relationship _____
Phone (____) _____ Home/Cell/Work Phone (____) _____ Home/Cell/Work
Email: _____

Secondary Contact:

Name: _____ Phone _____ Relationship _____
Phone (____) _____ Home/Cell/Work Phone (____) _____ Home/Cell/Work
Email: _____

BACKGROUND SCREENING

For everyone’s safety, all volunteers will undergo a background check, including DMV records. The screening will be conducted by Sterling Volunteers, a nationally recognized security company that provides online screening for nonprofits and service organizations. It will require the confidential use of your social security number. For further information, see www.sterlingvolunteers.com.

Regardless of whether or not you will be providing transportation, during the interview process you will be asked to provide copies of your drivers’ license and proof of auto insurance.

REFERENCES

Two references are required (No family members please)

Name:	
Phone: ()	Email:
How long have you known this person?	In what capacity?
Name:	
Phone: ()	Email:
How long have you known this person?	In what capacity?

SIGNATURE

Signature of applicant _____ Date: _____



Conejo Valley Village

Process of Becoming a Volunteer

Volunteer Application

Complete the CVV volunteer application online: conejovalleyvillage.org

or

Complete paper application form and mail to: Conejo Valley Village
P.O. Box 3162
Westlake Village, CA 91359

Acknowledgement Receipt

You will receive an acknowledgment that CVV has received your application.

Informal Interview

You will participate in an informal chat (which may be by phone or in person) so that CVV gets to know you. We want to ensure that your volunteerism will serve CVV while being a fun and fulfilling opportunity for you.

Background Screening

Each volunteer will be asked to undergo a background screening and DMV check. CVV has selected Sterling Volunteers as the outside background services provider. You will receive an invitation to complete your screening online. The process is simple and takes only a few minutes to complete. Once online you will be given several payment options. CVV would appreciate it if you could pay for all or a portion of your personal background check (the cost is \$34). Your monetary assistance will help CVV meet its commitment to provide high-quality services and programs to its members.

Orientation and Training

Each volunteer will receive orientation and training prior to the commencement of their service with CVV. During the orientation we will discuss how the Village works and what the expectations, rights, and responsibilities of a CVV volunteer are. You will also find out about what is expected of drivers and those interacting directly with members,

During the training portion we will address **how to use** the ~~use of the~~ CVV **website-computer system** and the procedures for accepting a volunteer opportunity.

Attendees will be given the CVV volunteer agreement to review and sign. Attendees will also receive copies of the volunteer handbook.