



Volunteer Information Sheet

Name:		Date:
Address		
Street	City	Zip
Phone Numbers (Place an asterisk * next to the phone number you prefer to use)		
Home:	Work:	Cell:
E-mail address:	Is e-mail checked regularly? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Student (grade)		<input type="checkbox"/> Adult Occupation (if applicable)

Please tell us a little bit more about you!

How did you hear about volunteering for Central Place:
What are your hobbies and interests?
Any special skills or abilities that might be helpful to Central Place activities?

What is your availability for volunteering? Days Evenings

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

If you have volunteered with Central Place before? Yes No If yes, what year?

If you are a new volunteer to Central Place:

Please list two people who can tell us a little more about you as a volunteer

1. Name: _____

Phone: _____

Relationship to this person: _____
2. Name: _____

Phone: _____

Relationship to this person: _____



What type of volunteer activities are of interest to you?

Central Place

- Assemble packets for outreach activities
- Assemble sack lunches/supplies for outreach activities
- Data entry on the computer
- Answer phones at Central Place

Circles of Support

- Participate in weekly evening meetings
- Provide a meal for weekly evening meetings

Clothes Hanger

- Sort clothing and household donations
- Stock shelves with donations
- Greet customers
- Assist in locating items for customers

Child Care for Special Events/Classes

- Provide child care during special events or community

Jump Start

- Serve lunches to pre-kindergarten students

Kids' Café

- Assemble lunches/snack bags
- Eat lunch and interact with elementary age children
- Guide elementary age children in reading/craft activities

Mail Movers

- Sort, label and stuff large mailings for Central Place

Newborn Packets

- Deliver packet to new parents in
(based on names listed in newspaper birth announcements)

- Look up addresses/phone numbers of district families with birth announcements in the Altoona Herald/Des Moines Register

New Shoes For You!

- Shopper – use donation funds to purchase tennis shoes and socks
- Distribution – assist with disbursement of shoes to families

School Supply Giveaway

- Sort school supplies and arrange distribution, assemble information packets for parents

- Distribution – pass out supplies to parents

Season of Sharing

- Shopper – use donation funds to purchase clothing and/or gift items for children

- Sort toy donations and arrange for distribution

- Distribution – sort donations, add items/information, and prepare for parent pick up

Southeast Polk Clinics

- Children's clinic receptionist – greet parents/patients, provide paperwork to parent, assist in watching siblings when parent is in exam room (Tuesdays Noon-5 p.m.)

- Adult/family clinic receptionist – greet parents/patients, provide paperwork to parent, assist in watching siblings when parent is in exam room (Thursdays 5-8 p.m.)

Transportation

- Take families to appointments on an as-needed basis

Confidentiality Statement

Your volunteer commitment at Central Place Family Resource Center includes a commitment to confidentiality. Names and other client/family information of people you may come in contact with must not be shared. This commitment to confidentiality extends to communications during your volunteer activity, and afterwards in the community as well. Please respect the privacy of the others, knowing that should you ever be in need of assistance, your privacy will be respected as well! Central Place only works when people can receive trust. *(When completed send to Central Place, 6540 NE University Avenue, Pleasant Hill, IA, 50327)*

Signature of volunteer

Date signed

Note: If you're submitting this application using an internet email account that is not connected to your desktop (hotmail, yahoo, etc.) you must save the application, then log into your email account and send an email to collete@se-polk.k12.ia.us with the completed application as an attachment. If you have trouble with this, please call 515 266 6795.