

# Group Volunteer Application



## Group Contact Information

Group/Organization Name:	
Street Address:	
City ST ZIP Code:	
Primary Contact Person:	
Home Phone:	
Cell Phone:	
E-Mail Address:	
Alternate Contact Person:	
Alternate Phone:	

## General Information

Date of Service:	
Arrival Time:	
Departure Time:	
Total Number of Volunteers:	
# of Adults in Group (over 18):	
# of Youth (under 18):	
Age Range of Youth:	

\* We ask that at least one adult be present for every five youths that volunteer.

## Reason for Volunteering

Briefly describe why your group would like to volunteer at Hesed House.

## Special Projects, Events, etc.

If you have contacted Hesed House with a specific project in mind that your group would like to do, please use this space to describe the project in detail.

## Additional Questions

Is the primary contact for your group assuming responsibility for the overall activities of the group, including supervision on the date of service? If not, please specify person and provide contact info.	
To the best of your knowledge, do any of the members in your group have any medications and/or physical limitations we should be aware of? If yes, please specify.	

## Volunteer Guidelines

Volunteers play a very important role at Hesed House. We would not be able to function as a ministry to the poor without the generous gifts of your time, talent and hospitality. Because we depend so heavily on our volunteers, we ask that you would observe the following guidelines:

- Be punctual and conscientious. Arrive at your designated time, dressed appropriately, and ready to work. If you are not able to make your volunteer shift or will be late, please call ahead and let us know.
- Do not give out personal information, including your full name, telephone number, or address to guests. Do not give out money.
- Practice the buddy system when entering and leaving the building. Feel free to ask staff to accompany you!
- Report any inappropriate behavior, or anything that makes you uncomfortable, immediately to staff.
- Do not become involved in guest disputes or in cleaning up bodily fluids. In both instances, refer the situation to staff.
- Do not take pictures of any guests or residents.
- When working or interacting with children, do so in an area occupied and supervised by staff.

These guidelines are for your protection and are intended to help you make wise decisions about your involvement with the people we serve. Failure to follow these guidelines or to conduct oneself in a professional manner may be reason to terminate your volunteer relationship with Hesed House.

## Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete.

Name (printed):	
Signature (print if filed electronically):	
Date:	

## Do Not Write Below This Line – For Staff Use Only

Date of Service:		Arrival Time:	
Staff Supervisor:		Departure Time:	
<i>Fill in the details of the planned final project below. Include any materials we need to provide. Write any additional notes regarding this group project.</i>			