

# RAISE YOUR HAND BECOME A VOLUNTEER

Return completed application to Melody Mayes, Volunteer Coordinator

Mail: P.O. Box 2048, Louisville, KY 40201-2048

Fax: (502) 581-7204

Email: melody.mayes@cwfempower.org

Call (502) 581-7276 for more information



THE  
CENTER  
FOR  
WOMEN  
AND  
FAMILIES

*More Than a Shelter*

Date \_\_\_\_\_

## PLEASE CHECK APPROPRIATE VOLUNTEER CATEGORY

Individual Volunteer Opportunities     Group Volunteer Opportunities

Internship: Type of supervision required \_\_\_\_\_ Number of hours \_\_\_\_\_ Date of completion \_\_\_\_\_

Service Learning: School \_\_\_\_\_ Number of hours \_\_\_\_\_ Date of completion \_\_\_\_\_

Work Study: School \_\_\_\_\_ Number of hours \_\_\_\_\_ Date of completion \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Date of Birth \_\_\_\_\_

Emergency contact in case of accident or illness:

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

School (if currently enrolled) \_\_\_\_\_ Highest education level completed \_\_\_\_\_

Present employer \_\_\_\_\_ Hours worked per week \_\_\_\_\_

Employer address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Job skills \_\_\_\_\_

Previous work experience \_\_\_\_\_

Current and previous volunteer activities \_\_\_\_\_

Do you have a valid driver's license?  Yes  No    Do you have a car?  Yes  No

Aside from English, please list any additional languages you speak with proficiency \_\_\_\_\_

How did you learn about The Center for Women and Families and its need for Volunteer Advocates? \_\_\_\_\_

Why do you want to volunteer for The Center for Women and Families? \_\_\_\_\_

Have you ever used The Center's services?  Yes  No

If yes, what type and when \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor? (Answering yes does not necessarily disqualify applicant.)  Yes  No

If yes, for what and when \_\_\_\_\_

Have you ever been convicted of a sex crime or as a violent offender? (Per KRS 17.165: A positive response **prohibits** you from volunteering at The Center.)  Yes  No

**REFERENCES:** Please give three references. It is important that you give the *complete address including zip code*. References should include people who have known you three years or longer and may be personal or professional. Please do not list family members.

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

**VOLUNTEER INTERESTS:** Please check the box(es) next to your area of interest.

**Direct Service Volunteer Opportunities** *(program training required)*

**Hospital Volunteer Advocate**

- Available on an on-call basis *(minimum of two on-call shifts per month required)*.
- Provide information, support and advocacy to victims of domestic violence and sexual assault at hospital emergency rooms.

**Children's Volunteer Advocate**

- Provide one-on-one time.
- Participate in small group activities to build self esteem and assist on field trips as it relates to programming.

**Legal Volunteer Advocate**

- Support individuals by collecting information and accompanying them to court hearings.
- Monitor relevant court proceedings and provide information about The Center for Women and Families' services.

**Kitchen Volunteer**

- Assist in preparing food, serving and cleaning up after lunch and/or dinner in our residential kitchen.

**English Tutor**

- Tutor English as a second language to adults and/or children.
- Assist and support individuals in practicing and utilizing their English language skills through conversation, listening, modeling and utilizing written materials.

**Administrative Volunteer Opportunities** *(program training and/or orientation required)*

**Community Outreach Volunteer**

- Raise awareness in the community by representing The Center at events such as community fairs, job fairs, health fairs, schools, businesses and churches.

**Administrative Volunteer**

- Filing records, assisting with holiday preparations and special events, preparing mailings and generating thank you letters and assisting with other administrative services as needed.

**PLEASE CAREFULLY READ, INITIAL AND SIGN THE FOLLOWING AGREEMENT**

\_\_\_\_\_ I have read and understand the Volunteer Code of Ethics and the Substance Abuse Policy for The Center for Women and Families. I agree to comply with these standards.

\_\_\_\_\_ If at any time I am driving a vehicle while performing as a Volunteer Advocate for The Center for Women and Families and should have an accident, causing personal injury to me and/or any other parties and/or property damage, I will not hold The Center for Women and Families liable. I understand The Center does not offer reimbursement for mileage or other fees associated with volunteer duties.

\_\_\_\_\_ I authorize The Center for Women and Families to release information concerning my volunteer activities with its program, including dates of volunteer involvement, area of participation, trainings attended and average hours. I also release The Center for Women and Families and Metro United Way from any liability connected with the use of photos or media coverage as it relates to volunteer activities.

\_\_\_\_\_ I hereby pledge that I shall safeguard and trust as confidential, any and all information (whether acquired through verbal communication, written record or observation) regarding any client, relative or friend of a client, staff member or volunteer of The Center for Women and Families.

\_\_\_\_\_ I have received, read and understand the enclosed job description for the position of Volunteer Advocate with The Center for Women and Families. I verify that all of the information on this application is true. I understand that if any of it is found to be incorrect, this may be grounds for termination as a Volunteer.

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Volunteer applicant signature

Date

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Signature of Legal Guardian is needed here if Volunteer applicant is a minor

Date

*The Center for Women and Families does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation, gender identity, familial status or disability in employment, volunteer staffing or in the provision of services.*