

VOLUNTEER APPLICATION

Advocates to End Domestic Violence
Sexual Assault Response Advocates (SARA)
Post Office Box 2529
Carson City, Nevada 89702
Office 775-883-7654 Fax 775-883-0364

Name _____ Date _____

Home Phone _____ Work Phone _____

Cell Phone _____ Email Address _____

Address _____
(Street) (City) (State) (Zip)

Birth date _____ Employment/Occupation _____

Do you have access to a car? _____ Driver's License Number _____ State _____

When are you available to volunteer? (Please give hours you are available for each day).

Monday		Friday	
Tuesday		Saturday	
Wednesday		Sunday	
Thursday			

How did you hear about our program? _____

Have you ever been in an abusive relationship, sexually assaulted, or do you know someone who has been?

Please describe briefly:

Please explain why you are interested in working with Advocates.

Have you ever been convicted of a felony? If yes, please explain.

Do you have children? If so, what are their ages? Do you have child care available in the event you are called?

What is your educational/professional background?

What special skills, abilities, experience, or training will you bring to Advocates?

Do you speak any languages other than English? If yes, please explain.

Have you done any other volunteer work before? If yes, please explain.

What volunteer activities would interest you? (Please check all that apply).

- Domestic Violence Crisis Hotline (volunteer receives after-hour, D.V. calls)
- SARA Crisis Hotline (volunteer receives after-hour, SARA calls and will do accompaniments)
- Classy Seconds (volunteers help with sorting, displays, and pricing, etc)
- Childcare (volunteers care for children during support group)
- Taste of Downtown (volunteers help at the doors of restaurants for our biggest fund-raiser)
- Share your Christmas Food Drive (volunteers help collect, sort, and put away goods received)
- Court Advocacy (court accompaniment)
- Peer Counselor (volunteers meets 1 or 2 times a week with matched client)
- Women to Work Clothing Program (volunteers help collect business attire for women reentering the work force)

I agree to (please initial each item you are agreeing to):

_____ Commit to a minimum of three days per month as a volunteer.

_____ Commit to at least one year as a volunteer.

_____ Submit to a criminal background investigation.

Please list a least 2 non-relative personal or professional references and best time to contact them:

Name _____

Name _____

Relationship _____

Relationship _____

Phone _____

Phone _____

Best time to call _____

Best time to call _____

I hereby certify that all statements made on this application are true and correct to the best of my knowledge. I understand that by submitting this application, I authorize inquiries to be made concerning my stability as a volunteer. Additionally, I agree to submit to a state and federal background check prior to commencing my volunteer service. The information requested in this application, such as may otherwise be obtained, will be used only for the purpose of determining suitability as a volunteer with Advocates. All information will be held in strict confidence. I understand this application, interview, and the training program is a screening process. The criterion used in the selection of volunteers is designed to insure that the individual is able to meet the responsibilities and emotional needs of both the volunteer and the clients served by Advocates. If unforeseen circumstances prevent me from fulfilling this one year commitment, I will notify the volunteer coordinator in writing.

Applicant's Signature

Date

Classy Seconds Policy

As staff members and volunteers, it is important to recognize the various impressions the general public may form about us. This especially relates to Advocates to End Domestic Violence's members affiliated with our thrift shop, Classy Seconds. In an effort to address and prevent any misconceptions customers and donors may experience, all staff members and volunteers are asked to adhere to following:

Items from Classy Seconds are not to be purchased with the intent of re-selling to antique stores, consignment stores, flea markets, Craigslist, EBAY, etc... Donors and customers often feel strongly regarding goods and funds going to benefit Advocates' crucial cause of helping those in desperate straits.

Staff members and volunteers planning to be involved in "garage sales" are expected to give the Store Manager notification of said event by submitting the date and time at least one week prior to the sale. This will aid in the prevention of erroneous assumptions and any resulting consequences.

The manner in which our store and its workers are perceived is extremely important in our line of work. The nature of non-profits is dependent upon the good-will felt by our community members. As a piece of the representation Advocates has through its staff members and volunteers, please show your understanding of and commitment to this necessary policy by signing below.

Signature

Date

Classy Seconds Purchase Policy

The management of Classy Seconds realizes that, from time to time, staff and volunteers may wish to purchase items. In an effort to be fair to all, please read and initial that you understand and intend to follow the policies listed below:

1. All items must be priced and placed on the shop floor for a minimum of **three (3) hours** before volunteers or staff can purchase the items.
_____ (Initial)
2. Volunteers and staff can purchase items only through the Store Manager. This means that the Store Manager is the only person who can ring up a sale to volunteers or staff members.
_____ (Initial)
3. Items from Classy Seconds are not to be purchased with the intent of re-selling at personal garage sales or to antique stores, consignment stores, flea markets, EBAY, etc...
_____ (Initial)
4. Items to be purchased by staff or volunteers must be purchased same day, there is no lay-away or holding items.
_____ (Initial)
5. The Store Manager has the final approval of the price of an item that a staff member or volunteer is interested in purchasing.
_____ (Initial)

I have been made aware of, and I understand, Classy Seconds' purchase policies and will observe them. I understand that the Store Manager is available to clarify or answer any questions I may have.

Volunteer Signature

Date

Store Manager

Date

