



VOLUNTEER APPLICATION

PLEASE PRINT ALL INFORMATION

Name _____
Last First M.I.

Home Address _____
Street Apt. #

City State Zip Code

Home Phone _____ Office Phone _____ Cell Phone _____

E-mail address _____ FAX _____

DOB _____ SS# _____ DL# _____

Employer _____ Occupation/Title _____

Address _____
Street City State Zip Code

Does your company offer a matching fund or company contribution for your volunteer service? YES NO

If yes, who is the contact person? Name _____ Phone _____

Are you a member of any church or religious or civic organization? If so, which one? _____

Have you previously volunteered or applied for employment with HAWC? YES NO

The following information is not required, but would help us when applying for certain grants:

SEX: Female Male

ETHNICITY: Caucasian African-American Hispanic Asian Native American Other _____

Level of Education: less than H.S. H.S. College Graduate School Business/Tech

University/College _____ Area of Study _____

Is there a campus newsletter where we can submit information on volunteer opportunities? YES NO

How did you learn about our volunteer program? (Please check all that apply)

Newspaper Television Radio School Speaker Another Volunteer

Agency Website Volunteer Houston Volunteer Match

Are you volunteering to fulfill a professional requirement? YES NO

Are you volunteering to fulfill a class requirement or seeking an internship? YES NO

If yes, how many hours are you required to complete? _____ By when? _____

What languages do you speak? English Spanish Other _____

What languages do you read and/or write? English Spanish Other _____

Are you able to make a three (3) month commitment? YES NO

Are you a current or former client of The Houston Area Women's Center? YES NO

If a former client, how long ago? _____

(If you are currently a client or have been within the last year, you will not be able to volunteer at this time.)

When are you available to volunteer? (Please indicate days and times available)

Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ Sat _____

What volunteer positions are you interested in? (Please check all that apply)

<u>Non-Residential</u>	<u>Residential (Shelter)</u>	<u>Children & Youth Services</u>	<u>Miscellaneous</u>
<input type="checkbox"/> Hotline Services	<input type="checkbox"/> Adult Group Facilitator	<input type="checkbox"/> Child/Teen Group Facilitator	<input type="checkbox"/> Clerical Support
<input type="checkbox"/> Individual Counseling	<input type="checkbox"/> Child/Teen Group Facilitator	<input type="checkbox"/> Child Care	<input type="checkbox"/> Special Events
<input type="checkbox"/> Adult Group Facilitating	<input type="checkbox"/> Child Care/Activities	<input type="checkbox"/> Children's Court Services Assistant	<input type="checkbox"/> Special Projects
<input type="checkbox"/> Advocacy Volunteer	<input type="checkbox"/> Children's Field Trips		<input type="checkbox"/> Resale Store
	<input type="checkbox"/> Clerical	<u>Education & Outreach</u>	
		<input type="checkbox"/> Speakers Bureau	
		<input type="checkbox"/> Counseling	

If you are interested in volunteering in Direct Services (i.e. Non-Residential, Residential and Children & Youth Services) please note that you will be **required to complete all 72 hours of direct services training which includes hotline observation.*

Please list any special skills you have:

Please list three (3) **personal references**, which are not related to you but have known you for at least one (1) year. Please provide a complete address and phone number for each individual listed. The reference forms will be mailed.

1. _____

Name	Phone	Mailing Address
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2. _____

Name	Phone	Mailing Address
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3. _____

Name	Phone	Mailing Address
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INFORMATION YOU SHOULD KNOW:

- The Women' Center will conduct a criminal background check and by signing this application you give us permission to complete this part of the volunteer screening process.
- Volunteers must complete all direct services and other relevant training.
- Volunteers must provide 3 contacts with mailing addresses, phone numbers or email for references before working with clients.
- Volunteers will receive a Volunteer Manual, which provides volunteer guidelines and job descriptions. Volunteers assume the responsibility of asking questions for clarification.
- Volunteers are required to maintain confidentiality at all times during their volunteer assignments.

Signature **Date**

