



VOLUNTEER APPLICATION

6171 Kempsville Circle – Norfolk, VA 23502
Phone: 757-622-2208 FAX: 757-627-5314

Date of this application: _____

Your Name _____ Today's Date _____

Address _____ City _____ Zip Code _____

Phone Number _____ E-Mail _____

Birthdate _____ Cell # _____

If you are volunteering with an organization or group please tell us the name _____

Students: (if not a student, skip to the next set of questions) school name: _____

Are you volunteering in order to complete a class requirement? _____

How many hours do you need? _____ when must they be completed by? _____

Do you need direct care hours? YES NO If yes, how many? _____

How did you hear about us? Please write in the name of the church, company name, group,
media source or website _____

Are you currently employed? YES NO Where? _____

Work Address: _____

City: _____ State: _____ Zip: _____

Work Telephone: _____

Previous volunteer experience: _____

Have you ever worked with children with disabilities? If yes, explain: _____

In case of an emergency, please notify:

Name: _____ Relationship: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

List two references here:

Name: _____ Relationship: _____

Home Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

I, _____ give St. Mary's permission to contact this reference.

Date: _____

Name: _____ Relationship: _____

Home Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

I, _____ give St. Mary's permission to contact this reference.

Date: _____

I am interested in volunteering:

____ Once a Week ____ Once Every Other Week ____ Once a Month ____ Once a Quarter

____ Once a Year ____ I'm not sure yet ____ At large events, once or twice a year

The best times for me to volunteer are:

Day	Time	Day	Time
Monday	_____	Thursday	_____
Tuesday	_____	Friday	_____
Wednesday	_____	Sat/Sun	_____

Is there anything you would like to **tell us about** yourself? _____

Please let us know your areas of interest:

Publicity/Events:

- Contributing an item for the Auction
- Helping to staff the Auction
- Approaching local businesses and asking for contributions to be sold or raffled
- Offer graphic design services
- Work on Auction Committee to organize the event
- Helping to staff the 5K
- Work on 5K Race Committee to organize the event
- Helping participate in five additional running events May through September by providing refreshments, decorating running chairs, being a volunteer checkpoint for the Rock N Roll 1/2 Marathon, etc.
- Running in local race events and pushing children in jogger strollers that accommodate passengers up to 200 pounds

Beautification & Maintenance:

- Landscaping
- Painting
- Laundry assistance
- Other _____

Working with children:

- Structured games, activities or crafts
- Reading
- Special Holiday Parties

Office and Administration:

- Folding and sorting mailings
- Office tasks
- Reorganizing toy closet; work on resident scrapbooks

Resource Development:

- Doing a supply drive within your office, church, temple or community group
- Putting us in touch with groups you are involved with who might be interested in helping us
- Offering professional services such as landscaping, designing, etc.....

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate, and complete to the best of my knowledge. I have read and understand the Steps to Volunteering at St. Mary's reflected on the reverse side of this page.

Printed name: _____ Signature: _____

Steps to Volunteering at St. Mary's Home for Disabled Children

Volunteer efforts will always support the St. Mary's mission statement: ***We will provide quality, specialized care within a homelike environment for special children with severe disabilities, so each child can achieve his or her fullest potential.***

- A. Individual must complete a Volunteer Application
- B. The Volunteer Program consists of three separate groups:
 - 1. Unpaid interns/volunteers age 18 years and up
 - 2. Administrative volunteers age 18 and upRequirements for group 1 and 2:
 - a. Annual background check (criminal history check)
 - b. Annual Sex Abuse Registry
 - c. Finger Printing (FBI)
 - d. TB Test (2 tests are required if results are more than 30 days old)
 - e. Provide at least two (2) personal or professional references.
 - 3. Junior volunteers age 15 to 18 requires the following:
 - a. Adult supervision while volunteering at St. Mary's
 - b. TB Test
 - c. Two (2) personal references one of whom must be a teacher or school counselor
- C. All volunteer applicants must attend training on:
 - 1. Patient Rights, Confidentiality and HIPAA
 - 2. Human Resources Policies and Procedures
 - 3. Fire and Safety Policies
 - 4. Disabilities Awareness
 - 5. Infection Control
- D. With some exceptions, direct care volunteering is limited to the Evening Program (Monday through Friday, 2:30 – 7:30 PM), and weekend Recreational Therapy Program (Saturday and Sunday).