



*Help stop the violence.*

# Volunteer Application



# Volunteer Opportunities

## Why Volunteer?

The Family Violence Prevention Center (FVPC) is able to thrive because of the kind support of our volunteers. FVPC relies on volunteers to help fulfill daily, weekly and monthly tasks of the organization. FVPC is currently in need of volunteers to help in both direct and indirect service capacities. Whether you are interested in children, cooking or clerical work, FVPC has the volunteer opportunity for you!

## How Can I Volunteer?

**Administrative Support** to provide reception area activities including greeting visitors, answering phones and providing clerical assistance including copying and data entry or other helpful projects as needed.

**Child Development Support** to provide supportive child development services to FVPC staff.

**Cleaning Support** helps with deep cleaning of residential and administrative areas.

**Community Partners/Speakers Bureau** act as agency representatives at community fairs by providing general information about FVPC and domestic violence. Must feel comfortable with public speaking.

**“Friends” Program** act as a mentor/friend to a current survivor by spending time together, communicating on a regular basis and providing ongoing, experienced support to an individual on her/his way to a non-violent life.

**Grounds Keeper** maintains the exterior of the facility including trash pick up, weeding, gardening and other care for flowerbeds.

**Kitchen Support** prepares, serves, and cleans up for lunch and dinner in our safe house.

**On Call Moving Team** assists with picking up household items being donated to FVPC and delivery of items to clients' new homes.

**Special Event Support** assists with FVPC fundraising and awareness efforts by serving on a committee and/or volunteering at events.

**Tutoring** provides educational assistance to children in various subject areas.

**Grocery Shopping** shops for the center one time a month or sign up as a substitute shopper.

## How do I Volunteer?

If you are interested in helping FVPC with any of these volunteer opportunities, please contact Harmony Thoma, FVPC Community Relations Coordinator at [harmony.thoma@violencefreefutures.org](mailto:harmony.thoma@violencefreefutures.org).

Volunteer informational sessions are scheduled as needed and are necessary to becoming part of the volunteer family at FVPC.



# Volunteer Application

## Contact Information

Name (first, middle, last)	
Street Address	
City, State Zip Code	
Home Phone	
Work Phone	
Cell Phone	
E-Mail Address	

## Employment Information

Place of Employment	
Position	
Telephone	
Work Hours	

## School Information (for student volunteers)

School	
Major	

## Availability

During which hours are you available for volunteer assignments?

	MON	TUE	WED	THU	FRI	SAT	SUN	EXCEPTIONS
<b>START</b>								
<b>END</b>								

## Interests

Tell us in which areas you are interested in volunteering

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Administrative Support | <input type="checkbox"/> Donations Coordinator | <input type="checkbox"/> Special Event Support |
| <input type="checkbox"/> Child Care Support     | <input type="checkbox"/> Grounds Keeper        | <input type="checkbox"/> Tutoring              |
| <input type="checkbox"/> Cleaning Support       | <input type="checkbox"/> Kitchen Assistant     | <input type="checkbox"/> "Friends" Mentor      |
| <input type="checkbox"/> Community Partner      | <input type="checkbox"/> On-Call Moving Team   | <input type="checkbox"/> Grocery Shopping      |

### Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

### Previous Volunteer Experience

Summarize your previous volunteer experience.

### Volunteer Interest

Summarize why you want to volunteer with FVPC.

### Application Information

Do you have your own transportation?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you have any medical limitations?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been in a violent relationship?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

## Person to Notify in Case of Emergency

Name	
Street Address	
City State Zip Code	
Home Phone	
Work Phone	
E-Mail Address	

## References

Name two references (professional, not related, manager or supervisor)

NAME:	TEL:	HOW KNOWN:
NAME:	TEL:	HOW KNOWN:

I give FVPC permission to contact the above persons.

## Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

## Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us.

# Volunteer Background Check Form



I hereby allow Family Violence Prevention Center of Greene County to perform a check of my background including:

- criminal record,
- past employment/volunteer history,
- educational/professional status,
- personal references,
- physician or therapist, and
- other persons or sources as appropriate for the volunteer jobs in which I have expressed and interest.

I understand that I do not have to agree to this background check, but that refusal to do so may exclude me from consideration for some types of volunteer work.

I understand the information collected during this background check will be limited to that which is appropriate to determine my suitability for particular types of volunteer work and that all such information collected during the check will be kept confidential.

I hereby also extend my permission to those individuals or organization contacted for the purpose of this background check to give their full and honest evaluation of my suitability of the described volunteer work and such other information as they deem appropriate.

## Required Volunteer Information

Social Security Number	
Date of Birth	
Street Address	
City, State and Zip Code	

Volunteer	First	Middle	Last
Legal Name (printed)			
Signature			

## Staff

Name (printed)	
Signature	
Date	

**Make a difference** and help bring **HOPE** for a brighter future...  
...**VOLUNTEER** at the **Family Violence Prevention Center!**

We're happy you want to be a part of Family Violence Prevention Center's (FVPC) exciting volunteer program.

Volunteer positions are available weekdays, evenings and weekends. Regular weekday volunteers typically participate four hours per week. Regular weekend volunteers participate from four to eight hours per month. Other volunteers, including those who work special events, may have a more flexible schedule.

Volunteers receive individualized training according to their schedule. For certain positions, some group training does occur. **We ask that all volunteers make a 1-year commitment.**

We want a volunteer's experience to be successful and meaningful for the agency – and for you! Volunteering at FVPC allows you an opportunity to become familiar with the agency's programs and services while learning more about how to live violence free.

You've already taken the first step toward becoming a volunteer. Your next step is to complete and return this application form to us. When we've received it, we'll contact you to set up a time to discuss your volunteer interests register you for a volunteer informational session.

Help stop the violence – become a volunteer.

**Please return to:**



**FAMILY VIOLENCE PREVENTION CENTER**

**Attn: Harmony Thoma  
380 Bellbrook Avenue  
Xenia, OH 45385**

**Harmony.thoma@violencefreefutures.org**

**[www.violencefreefutures.org](http://www.violencefreefutures.org)**