



Volunteer Services Application Form

Your Support Enables SAIL to Live its Vision:

A community of members that serve one another as they pursue successful aging.

Name _____

Phone _____ Cell _____

Address _____

City _____ Zip _____

E-mail address _____

CURRENT STATUS (circle one) Employed Retired Other

AVAILABILITY Please indicate times and hours that you are available.

	Indicate times available below between 8:00 a.m. and 4:30 p.m.
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

☐ Evenings & weekends

While most volunteer opportunities occur during the day, we may have some short term evening or weekend opportunities.

I prefer to volunteer:
(check all that apply)

_____ Weekly
_____ Every other week
_____ Monthly

Best time to reach you

List any hobbies, interests or skills that you have to offer as a volunteer.

May we recognize you publicly in our SAIL newsletter or at SAIL events? ☐ Yes ☐ No

If you wish to volunteer as a driver, do you have a valid driver's license and valid automobile insurance (**required**)? ☐

Yes ☐ No ☐ Driver's License # _____

Have you been charged with or arrested for an offense or convicted of a crime? ☐ Yes ☐ No

If yes, explain _____

Additional information needed for background and/or driver record check

Do you require special accommodations in order to perform your volunteer duties?

☐ Yes ☐ No

If yes, please explain: _____

(Continued on back)

REFERENCES: Please list two personal/professional references

Name _____ Relationship _____

Phone _____ Email _____

.....
Name _____ Relationship _____

Phone _____ Email _____

Volunteer Opportunities

Please indicate any of the areas in which you would like to volunteer **or** indicate below any other areas of interest that are not currently listed.

- ☐ **Office Support and Event Preparation:** Assist with phone calls, mailings, filing, entering information into a database. May also help with event preparation.
- ☐ **Outreach and Committees:** Initiating and arranging events of interest for members, locating and recommending programs and social events. Participation in finance, member engagement, and/or event planning committees.
- ☐ **Light Home Maintenance:** A flexible commitment that is adaptable to your schedule. Tasks typically take one hour or less. Help members with small repair jobs, changing light bulbs, hanging curtains or pictures, flipping mattresses, testing smoke alarms, etc.
- ☐ **The Messenger Article Writers and Editors:** Help put together articles by describing upcoming programs, member tips, recruiting volunteers, etc.. Opportunities for experienced proofreaders and editors to help with larger publications.
- ☐ **Garden Helpers:** Help with planting/weeding/maintenance of smaller garden beds
- ☐ **Volunteer Drivers:** Accompany members to appointments—both medical and non-medical. Prior to driving, each volunteer must pass a driving record check, a security check, and provide SAIL with a valid copy of his/her driver's license and valid insurance information to be kept on file.
- ☐ **Welcome Committee:** A SAIL member who has a designated role in welcoming new members to the organization and promoting their engagement with SAIL.
- ☐ **Companions, Friendly Callers, Note Writers:** Visit a member by phone or in person, provide companionship on walks or outings, dine out with a member or attend local events, or become exercise partners.
- ☐ **Technology Support:** Help members in their home with minor support on their computer, tablet, DVD player, TV, etc.
- ☐ **Stitch & Fix:** Provide light mending to include replacing buttons, reinforcing existing seams, tacking up a fallen hem, etc.

Other Volunteer Interests Not Listed Above:

SAIL CONFIDENTIALITY STATEMENT

Confidential information can be defined in many ways. SAIL's confidentiality policy includes all information about members and/or their family, volunteers, vendors, and employees. All information related to members and their family, volunteers, donors, and employees that you acquire in the course of your SAIL experience is to be held in the

utmost confidential manner.

I understand that I have a legal and ethical responsibility to maintain the privacy and confidentiality of member information. I will not disclose any information or discuss any such information with anyone except appropriate SAIL staff members or other persons as determined by the Executive Director or the appropriate SAIL staff member.

I will not make any unauthorized transmissions, copies, disclosures, inquiries, modifications, or purging of member's information.

All of the information on this application is given freely and without reservation, and is true and correct to the best of my knowledge. I understand SAIL **will require a criminal background check for volunteer applicants and I grant my permission for such a check, along with the additional checks if I choose to be a volunteer driver.** I understand that falsification of this application is reason for rejection or closure, and the placement of volunteers is at the discretion of SAIL. I also have read and agree to the SAIL confidentiality statement above.

Signature _____ Date _____

For Office Use Only

Volunteer application received: _____ Background check completed: _____
For volunteer drivers: Drivers' check completed: _____ Drivers license on file : _____ Date of expiration: _____
Insurance info on file: _____