

Dear Volunteer,

Thank you for your interest in volunteering at Foothill Family Shelter. Please take a few minutes to fill out the application and then have a look at the volunteer matrix. You will see that we have several opportunities that will allow you to get involved. Although the matrix highlights the majority of our opportunities, we encourage you to bring new ideas to our team. If you have a suggestion or a thought, please let us know. We truly appreciate your willingness to help our agency and we hope that this is a valuable experience. If you choose to move forward and volunteer at Foothill Family Shelter, please return the application to me at your earliest convenience. Once you submit the application, please contact me so you can begin volunteering. Should you have questions or concerns, please feel free to contact me at any time.

Thank you and we look forward to working with you!

Foothill Family Shelter  
(909) 920-5568

Revised July 2009



How did you learn about Foothill Family Shelter?

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**Previous volunteer experience:**

Please include the agency, your responsibilities and the dates you volunteered.

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**Special skills/hobbies:**

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Have you ever been convicted of a crime other than a minor traffic violation?

YES\_\_\_\_\_ NO\_\_\_\_\_

If yes, please explain: \_\_\_\_\_

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How many days and number of hours would you be available to volunteer per week?

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Additionally, based upon the program matrix, which program(s) would you be interested in volunteering in? \_\_\_\_\_

**Purpose of volunteering: (circle one)**

Community service hours-school---Community service hours---Other

Please explain the purpose and include how many hours you wish to complete:

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I UNDERSTAND THAT MY STATEMENTS ON THIS APPLICATION WILL BE CHECKED FOR ACCURACY, AND IF INFORMATION IS NOT TRUE, THIS APPLICATION WILL BE REJECTED.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# References

Please complete the following information

Reference #1:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

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Reference #2:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

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Reference #3:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

FOOTHILL FAMILY SHELTER

CONFIDENTIALITY AGREEMENT FOR VOLUNTEERS

All information pertaining to the residents (past or present) of Foothill Family Shelter is confidential and **may not be shared with anyone other than staff members or other members of your own committee team.**

If the need should arise, discussions with other residents or anyone other than staff or your committee should only take place with permission from your assigned family and a member of staff.

Suspicion of the following situations must be reported immediately to the staff:

- Child abuse
- Elder abuse
- Evidence which suggests a resident is a danger to self, others, or property
- Suspicion of any illegal activity, including but not limited to, use of a controlled substance or alcohol
- Violation of Shelter policy

I have read and understand the above statement. As a volunteer of Foothill Family Shelter, I agree to abide by the rules of confidentiality and the reporting policies defined in this statement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name – Please Print

Revised 4/9/91

**FOOTHILL FAMILY SHELTER  
VOLUNTEER PROGRAMS**

Family Committee	Food & Clothes Bank	Parenting	Office Assistance	Children's Activities	Fundraising
<p>Assist in Family Intake Process. Help families establish budget and set reasonable goals. Address needs and problems with family. Be a role model from the community. Show that you "Just Care."</p>	<p>Sort donations of food and clothes. Prepare food bags for distribution for designated "Food Bank Days." Help prepare small meals for court dates.</p>	<p>Mentor a young parent enrolled in a 10-week class-guiding and supporting them through their journey. Support the FFS parenting program and facilitate a session. Volunteer to help with meal preparation- FFS will pay for the meal. Provide on-site childcare during each parenting session.</p>	<p>Answer phones/cover front desk during lunch and throughout the day. File, make up information packets for new residents. General office work.</p>	<p>Plan and organize an on-site activity for children of various ages. Assist in our after school literacy program-conducting small groups, helping children with homework and age-appropriate academic work.</p>	<p>Assist with fundraising needs; donations, programs, silent auction, etc...</p> <p>Chomp &amp; Stomp</p>