



ONGOING INDIVIDUAL VOLUNTEER REGISTRATION FORM

Community Action is an EEO/AA/ADA organization

PLEASE PRINT CLEARLY:

Full Legal Name: _____ Ms. / Mr. / Other _____
First Middle Last Salutation (optional)

Current Address: _____ Home Phone: _____
Street/Apt City State Zipcode Work Phone: _____

Email Address: _____ Cell Phone: _____

EDUCATION

Highest education level that you have completed (please check appropriate box):

- Some High School
- Grade 12/GED
- Some College
- Associate
- Bachelor
- Other/Certification (specify) _____

VOLUNTEER EXPERIENCE

Agency Name & Address: _____

Supervisor's Name, phone number & email: _____

May we contact supervisor as reference? YES NO Email: _____

Timeframe (when started and ended) with month & year: _____

Your Position Title: _____

Describe Position Duties: _____

Agency Name & Address: _____

Supervisor's Name, phone number & email: _____

May we contact supervisor as reference? YES NO Email: _____

Timeframe (when started and ended) with month & year: _____

Your Position Title: _____

Describe Position Duties: _____

PAID EMPLOYMENT EXPERIENCE

Please attach resume, if available (ok to indicate "see resume")

Company Name & Address: _____

Supervisor's Name, phone number & email: _____

May we contact supervisor as reference? YES NO Email: _____

Timeframe (when started and ended) with month & year: _____

Your Job Title: _____

Describe Job Duties: _____

Company Name & Address: _____

Supervisor's Name, phone number & email: _____

May we contact supervisor as reference? YES NO Email: _____

Timeframe (when started and ended) with month & year: _____

Your Job Title: _____

Describe Job Duties: _____

Please note interest areas on *page three* of this registration form.

REFERENCES

Please print the **full name, e-mail**, phone number, and relationship of **two** people for character references or attach a list. Sorry, no relatives or housemates are permitted. The two references should not be related.

Full Name _____ Full Name _____
Email _____ Email _____
Relationship _____ Relationship _____
Phone _____ Phone _____

Do you have a car and valid driving license? YES NO

Languages spoken (other than English) or ASL skills _____

When are you able to start volunteering? _____

I am over the age of 18: YES NO

No one under age 18 is permitted to assist in an ongoing position, due to funder regulations, sorry.

Volunteers of any age can assist with group projects, view our website for details.

Need to fulfill community hours, if so how many, by what date and program? _____

I am a Community Action Former Employee Former Volunteer

Please specify the Community Action department _____

How did you find out about volunteering at Community Action? _____

FOR-CREDIT STUDENTS

School & Major _____

Total Hours Required & Deadline for Completion _____

Name of Instructor _____

Please attach course requirements (what is expected by the instructor).

EMERGENCY CONTACT: (please print)

Full Name _____ Relationship _____

Home/Work Phone _____ Cell Phone _____

Email _____

*All ongoing volunteers must have a background check completed before they can start to volunteer.
We will complete the form during the informational meeting.*

CERTIFICATION & SIGNATURE

I certify that all the information provided on this registration form (and attached resume) is true, correct & complete. I understand that any misrepresentation or omission may be grounds for discharge from volunteering whenever discovered. I will submit to a reference & background check.

I am aware that all volunteer positions are unpaid.

Registrant's Name (Please print): _____

Registrant's Signature: _____

Date: _____

Check this box if you do not want to receive the Community Action agency e-newsletter.

Please mail/fax/scan this completed form to:

Volunteer Specialist, 450 Syndicate Street N, Suite 35, St Paul MN 55104

FAX: 651-603-5925 ATTN: Vol Spec EMAIL: volunteers@caprw.org

Direct Dial Phone: 651-603-5979

ONGOING VOLUNTEER INTEREST FORM (Groups complete a different form.)

ON-GOING ASSIGNMENT AVAILABILITY

How frequent? (weekly, monthly, or occasional) _____

For how long? (# months, fall/spring semester, summer etc.) _____

Classroom location preference (Head Start Center) _____

NOTE: Snowbirds are welcome; just let your supervisor know when you will be gone.

Specific Times (please check when you ARE available)

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-----------|--------|---------|-----------|----------|--------|----------|--------|
| Morning | | | | | | | |
| Afternoon | | | | | | | |
| Evening | | | | | | | |

NOTE: Most positions are WEEKDAY DAYTIME but it is helpful to know when you are able to assist.

Not all positions are available at all times (seasonal). Most can be done as an internship for credit.

If you are interested in more than one position, please rank in order of #1, #2, #3, etc.

ONGOING POSITION - Indicate preference:

- _____ Auditor Assistant: Energy Conservation (8+ hours per week, one semester/summer minimum)
- _____ Car Ownership Program Assistant (6+ hours per week, one semester/summer minimum)
- _____ Census Outreach Assistant (at least 4 two-hour shifts, weekday daytime during March-April 2020)
- _____ Center Administration: Head Start (4+ hours per week, weekday daytime, one semester minimum)
- _____ Classroom Grandparent (age 55+, 10-30 hours per week, weekday daytime, two semester min.)
- _____ Classroom Helper (10+ hrs total per semester weekday daytime) State location above
- _____ Classroom Literacy Tutor (18, 25 or 35 hours per week, daytime, one semester min.)
- _____ Community Assessment: Head Start (4+ hours per week, one semester/summer min) 2020
- _____ Documents Clerk: Human Resources (4+ hours per week, one semester/summer minimum)
- _____ Facilities Maintenance Helper (2+ hours, 2+ times per month, 3 month minimum)
- _____ Family Advocate Assistant: Head Start (4+ hours per week, one semester minimum) 2020
- _____ Housing Program Assistant (4+ hours per week, fall or spring semester only)
- _____ Income Tax Preparer VITA (Train in Dec or January, minimum of 20 hours during Feb-April) 2020
- _____ Income Tax Site Manager (4+ hours per week January, 8+ hours per week Feb-April) 2020
- _____ Intake & Resource Assistant - Tax (Train in Dec or January, 4+ hours per week Feb-April) 2020
- _____ Marketing/Communications Assistant: Vol Dept (2+ hrs per wk, one sem/summer min) 2020
- _____ Nutrition Program Assistant: Head Start (4+ hours per wk, one semester/summer min) 2020
- _____ Office Helper: Energy Conservation (2+ hrs, 2+ times per month, 3+ months weekday daytime)
- _____ Office Helper: Head Start (2+ hrs, 2+ times per month, 3+ months weekday daytime)

AVAILABLE IN 2020 (Start in March or later)

- _____ Technology Innovation/IT: Support (4+ hours per week, one semester/summer min) 2020

OTHER POSITION and/or SKILLS (Ex: Fundraising, Event Planner, etc)