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 Please return this form to: Kathy Woods, 3456 Ainslie St. 19129

**Volunteer Application Form**

**Thank you for your willingness to help East Falls neighbors live comfortably and safely in their community for as long as possible. East Falls cares!**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-Mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please indicate your age range below:**

 **< 50 50-59 60-65 66-70 71-75 76-80 81-85 86+**

**Current/former occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_I am a Member of East Falls Village \_\_\_Please send Membership Information**

**Emergency Contact Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Ph #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

There are two kinds of EFV volunteers:

1. Administrative/Team Volunteers: These volunteers work (in meetings or from their own homes) to keep the organization running smoothly.
2. Member-to-Member Volunteers: These volunteers help EFV members by driving them to appointments or by helping them in their homes.

To become a volunteer there are a few steps, to assure EFV that those helping out are reliable, trustworthy, and of good personal character:

1. Complete and return the Volunteer Application Form.
2. A member of the EFV Volunteer Team will contact your personal references.
3. For Member-to-Member Volunteers, a confidential background check will be made by an independent agency. *(The Village receives only the results; personal identification is protected)[[1]](#footnote-1)*

**Please tell us how you could assist EFV:**

**As an Administrative/Team Volunteer, I could help with:**

* Inputting data, recordkeeping, website management, data analysis
* Coordinating volunteer recruiting, training, organizing, dispatching
* Answering members’ phone calls concerning programs and services
* Organizing programs
* Marketing East Falls Village to the community (communications, copy-writing, publications design, and mailings)

**As a Member-to-Member Volunteer, I could help members by:**

* Driving (taking a member to appointments, shopping or on errands)
* Providing In-home assistance (visit, call, meal preparation, grocery shopping (with or without the member), water plants, pet care, mail pick-up).
* Assisting with Paperwork ( bills, taxes, medical forms, correspondence)
* Helping with Light Home Maintenance (take out trash, change light bulbs, hang pictures/shades, etc). Assessing repairs and help with recommendations.
* Helping with Electronics (TV/Cable, answering machines, computers, programming thermostats, digital clocks).
* Helping with Outdoor work (leaf raking, pruning, gardening consultation
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**References**

East Falls Village members place great trust in the volunteers who help them. Before enlisting a volunteer to help in neighbors’ homes, East Falls Village attempts to assess his or her trustworthiness and reliability. Therefore, please list two references below: (Please print)

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ phone\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ phone\_\_\_\_\_\_\_\_\_\_

**Please read the following and sign below:**

I understand that East Falls Village members will be depending on me and that they deserve to be treated with kindness and dignity. If I am unable to fulfill a commitment I have made to provide a service for a member, it is my responsibility to notify East Falls Village in sufficient time for a replacement volunteer to be arranged for. I hereby agree to maintain the confidentiality of the members that I serve and to comply with all of East Falls Village’s rules and regulations.

I certify that the information I have supplied in this application is true and correct to the best of my knowledge. I hereby authorize East Falls Village to investigate my background information, including making inquiries of law enforcement agencies for possible pending charges or convictions and release East Falls Village from all liability related to this investigation. I understand that the requested information is for the sole purpose of gathering accurate information for volunteer services at East Falls Village and that it will remain confidential.

I have read and understand the above and by my signature consent to these statements.

**Sign:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_**

 *To protect East Falls Village and its members, all prospective Member-to-Member Volunteers will receive a background check as part of the application process. You will be asked to furnish information such as your birth date, driver’s license number and social security number for review by a service specializing in background checks for possible criminal history. You will be able to transmit this information directly to the service using a secure website; it will not come to East Falls Village. Only the resulting report will be sent to EFV, without personal data (For drivers, additional information may be requested by East Falls Village). Such history will not necessarily result in denial or loss of volunteer placement.*

1. [↑](#footnote-ref-1)