



69 Grove Street, Worcester, MA 01605
 Tel: (508) 791-1213 • Fax: (508) 791-5296
www.veteransinc.org

Volunteer Application

Thank you for your interest in becoming a volunteer at Veterans Inc. All potential volunteers are asked to pass in a **completed** volunteer application. After completing the application and submitting it to our Volunteer Coordinator, you will be contacted within 48 hours to discuss your interests, skills and what our needs are.

Anyone under 18 that is volunteering at Veterans Inc. must be accompanied by a parent/guardian/or chaperone that has completed the CORI background check. Those under 18 are not permitted to use any of the facility kitchen equipment due to liability issues.

Veterans Inc. is unable to provide volunteer opportunities for court mandated community service.

Thank you again for your interest in volunteering at Veterans Inc., and we appreciate your understanding and compliance with the policies we have in place for the safety and security of the population we serve.

****All volunteers are required to submit to a CORI background check prior to the start of any volunteer assignment. The background check can take up to 2 weeks to be processed. This is a **mandatory** process that Veterans Inc. must adhere to before anyone can volunteer in our facility.****

Contact Information – Please Print

Date of Application		Please check: Individual ____ Family ____ Group ____ If a group how many will be participating? _____
Contact Name		Group Name (If applies)
Street Address		
City, State, Zip Code		
Phone Number	Home -	Cell -
E-Mail Address		
Profession/Title		Company-
Work Phone Number		Work Email -
Are you in the Military?		If yes what branch?
Emergency Contact Name		Phone # -
Relationship to Emergency Contact		How did you hear about us?

Availability - During which hours are you available for volunteer assignments? Please check all that apply

___ Weekday mornings	___ Weekend mornings	___ Holidays
___ Weekday afternoons	___ Weekend afternoons	___ Specific Dates(s) & Time –
___ Weekday evenings	___ Weekend evenings	Date available to start :

Describe any previous volunteer Experience -

Volunteer Opportunities - Please check all interests

<input type="checkbox"/> Fundraising Event Assistance --setup/breakdown --registration --cold-calling --committee participation --décor --cleaning --general	<input type="checkbox"/> Client Event Assistance --setup/breakdown --run entire event --serving meals --cleaning --general	<input type="checkbox"/> Recreational Activity Sponsorship --setup/breakdown --run entire event --serving meals --cleaning --general
<input type="checkbox"/> Hot Meals Program Assistance --meal prep --serving meals --cleaning line --wiping cafeteria tables - --general	<input type="checkbox"/> Food/ Dessert Sponsorships --full meal preparation (one time only/weekly/monthly) --full dessert preparation (one time only/weekly/monthly)	<input type="checkbox"/> Food Bank Assistance --organize food bank room (one time only/weekly/monthly) --prepare food boxes (one time only/bi-weekly) --clean food bank room (one time only/weekly/monthly) --registration --hand out boxes
<input type="checkbox"/> Lead a Donation Drive --clothing --food --canned goods --office equipment --holiday items	<input type="checkbox"/> Clerical Support --data entry --filing --answer phones --volunteer coordination --direct mail assistance (stuffing envelopes, generating letters) --general	<input type="checkbox"/> Facility Improvements --general maintenance --painting --landscaping --carpentry work --demolition --construction --janitorial --special projects

Teach a Class – Do you have a Talent? If so what is it?

Skills: Please tell us the skill sets or certifications that you possess in the following areas.

<u>Typing</u>	<u>Computer</u>	<u>Maintenance</u>	<u>Graphic Design</u>
wpm _____	MS Office <input type="checkbox"/> Word (Basic/Inter/Pro) <input type="checkbox"/> Excel (Basic/Inter/Pro) <input type="checkbox"/> PP (Basic/Inter/Pro) <input type="checkbox"/> Access (Basic/Inter/Pro) <input type="checkbox"/> Publisher(Basic/Inter/Pro) <input type="checkbox"/> Outlook (Basic/Inter/Pro)	Plumbing _____ Electrical _____ Carpentry _____ Construction _____ HVAC _____ Painting _____ Landscaping _____ Other _____ _____ _____	3D Model: _____ Animation: _____ Gaming: _____ Photo: _____ Video: _____ Web Design: _____ Software: Adobe Ill _____ MS Publisher _____ Photoshop _____ Quark _____
<u>Marketing</u>	<u>Training</u>	<u>Fundraising</u>	<u>Food Services</u>
	Certifications: _____ _____ _____		Certifications: _____ _____ Serv Safe: _____

Other: Have your own idea? Please tell us what it is:

Please Return completed application to:
 Veterans Inc., Attn: Volunteer Coordinator, 69 Grove Street, Worcester, MA 01605
 Fax: 508-791-5296, Email: volunteer@veteransinc.org, Phone: 508-791-1213 x196

Office Use Only: Orientation Date _____