



HANNAH'S TREASURE CHEST
Enriching the Lives of Children in Need

Hannah's Treasure Chest

124 Westpark Rd. Centerville, Ohio 45459

INDIVIDUAL VOLUNTEER APPLICATION

ORGANIZATION INFORMATION																																							
LAST NAME			FIRST NAME			EMPLOYER (IF APPLICABLE)																																	
HOME ADDRESS					CITY		STATE	ZIP																															
PREFERRED PHONE () -			ALTERNATE PHONE () -			EMAIL ADDRESS																																	
HOW DID YOU HEAR ABOUT VOLUNTEERING WITH US? <input type="checkbox"/> CURRENT VOLUNTEER <input type="checkbox"/> FAMILY/FRIEND <input type="checkbox"/> CHURCH <input type="checkbox"/> SOCIAL ORGANIZATION <input type="checkbox"/> NEWSPAPER <input type="checkbox"/> TV/RADIO <input type="checkbox"/> SOCIAL MEDIA <input type="checkbox"/> INTERNET <input type="checkbox"/> OTHER																																							
BIRTHDAY (MM/DD/YY) (/ /)			WOULD YOU LIKE TO RECEIVE OUR NEWSLETTER/EMAIL UPDATES? <input type="checkbox"/> YES <input type="checkbox"/> NO																																				
EMERGENCY CONTACT INFORMATION																																							
NAME			PREFERRED PHONE () -			ALTERNATE PHONE () -		RELATIONSHIP																															
VOLUNTEER PREFERENCES																																							
DAYS/TIMES AVAILABLE <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">MON</td><td style="text-align: center;">TUE</td><td style="text-align: center;">WED</td><td style="text-align: center;">THU</td><td style="text-align: center;">SAT</td> <td style="width: 20px;"></td> <td style="text-align: center;">MON</td><td style="text-align: center;">TUE</td><td style="text-align: center;">WED</td><td style="text-align: center;">THU</td> <td style="width: 20px;"></td> <td style="text-align: center;">MON</td><td style="text-align: center;">TUE</td><td style="text-align: center;">WED</td><td style="text-align: center;">THU</td> </tr> <tr> <td>MORNING</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td> <td></td> <td>AFTERNOON</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td> <td></td> <td>AS NEEDED</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td> </tr> </table>										MON	TUE	WED	THU	SAT		MON	TUE	WED	THU		MON	TUE	WED	THU	MORNING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		AFTERNOON	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		AS NEEDED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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IS YOUR VOLUNTEERING REQUIRED AS PART OF A PROGRAM YOU ARE IN? (CHECK ALL THAT APPLY) <input type="checkbox"/> HIGH SCHOOL GRADUATION <input type="checkbox"/> COLLEGE CLASS (SERVICE LEARNING) <input type="checkbox"/> INTERNSHIP (COLLEGE CREDIT) <input type="checkbox"/> WORK REQUIREMENT (ODJFS/WEP) <input type="checkbox"/> N/A <input type="checkbox"/> IF YOUR PROGRAM IS REQUIRED, HOW MANY HOURS DO YOU NEED TO COMPLETE AND/OR BY WHAT DATE?																																							
HOW OFTEN DO YOU PLAN TO VOLUNTEER? (CHECK ALL THAT APPLY) <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> BI-MONTHLY <input type="checkbox"/> SPECIAL EVENTS <input type="checkbox"/> GROUP PROJECTS <input type="checkbox"/> ONE TIME <input type="checkbox"/> UNSURE																																							
WHAT IS YOUR EXPECTED LENGTH OF COMMITMENT? <input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY <input type="checkbox"/> SPECIAL PROJECT <input type="checkbox"/> UNSURE																																							
WHAT TYPES OF VOLUNTEER OPPORTUNITIES ARE YOU MOST INTERESTED IN PARTICIPATING? (CHECK ALL THAT APPLY) <input type="checkbox"/> SORTING/ SHELIVING <input type="checkbox"/> INVENTORY/COUNTING <input type="checkbox"/> FILLING ORDERS <input type="checkbox"/> CLERICAL <input type="checkbox"/> SPECIAL EVENTS <input type="checkbox"/> HOSTING A DRIVE <input type="checkbox"/> OTHER																																							
VOLUNTEER EXPERIENCE																																							
PLEASE LIST ANY SPECIAL SKILLS AND INTERESTS YOU HAVE OBTAINED FROM PREVIOUS EMPLOYMENT/VOLUNTEER EXPERIENCES.																																							
DO YOU HAVE ANY SPECIAL NEEDS THAT WE CAN ACCOMMODATE WITH YOUR VOLUNTEER EXPERIENCE?																																							
WHAT DO YOU HOPE TO GAIN BY VOLUNTEERING AT HANNAH'S TREASURE CHEST?																																							
POLICY STATEMENT AND VOLUNTEER SIGNATURE																																							
IT IS THE POLICY OF THIS ORGANIZATION TO PROVIDE EQUAL OPPORTUNITIES WITHOUT REGARD TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER SEXUAL PREFERENCE, AGE, OR DISABILITY.																																							
SIGNATURE (TYPED NAME IS SUFFICIENT FOR ELECTRONICALLY SUBMITTED FORMS)					DATE																																		
FOR OFFICE USE ONLY <input type="checkbox"/> TOUR <input type="checkbox"/> PHOTO <input type="checkbox"/> SIGN-IN PAGE <input type="checkbox"/> CCON <input type="checkbox"/> MASTER LIST <input type="checkbox"/> NAMETAG																																							

LIABILITY, CONFIDENTIALITY AND MEDIA WAIVER

Liability

- I understand that I am volunteering as part of a special project, as a member of an unaffiliated organization, or as an individual.
- I understand that, as a volunteer, I may be involved in physical activities that have a potential risk of injury. I assume that risk.
- I agree that I will only perform volunteer activities that I am comfortable doing.
- I also agree that I will not hold Hannah’s Treasure Chest, where I am volunteering, and all of their former and current officers, directors, shareholders and employees, or any of their community service partners responsible or liable for any damage or injury to me or my property as a result of my participation in these activities.
- I agree to be responsible for my behavior and to indemnify and hold harmless the above listed organizations and all of their former and current officers, directors, shareholders and employees, and their community service partners from any damages or liabilities arising out of my activities as a volunteer for Hannah’s Treasure Chest.

Confidentiality

- I understand I may see confidential information in relation to donors, clients, staff, and other volunteers and will respect their privacy.
- I understand confidential information cannot, under any circumstance, be disclosed to any unauthorized individual, company, or organization.
- I understand any documentation given to me as an employee or volunteer is the property of Hannah’s Treasure Chest and cannot be removed from the premises.
- I understand as a volunteer I cannot engage in any type of financial transaction using confidential information to be used for my own personal gain.
- I understand that confidential information including donor, staff, client, volunteer, and financial documentation cannot be used for my own personal gain even after my commitment with Hannah’s Treasure Chest ends.

Media

- I authorize photographs, video, and/or audio recorded during the event to be used at any time now or in the future for television, print, electronic, digital and social media.

My signature on this form indicates that I have read and agreed to the above checked:

VOLUNTEER NAME _____ **DATE** _____

SIGNATURE _____

(Signature of parent or guardian if under 18)