

Volunteer Application for Reach Out Lodi



Name _____
 Street Address _____
 City, State & Zip _____
 Home Phone _____
 Work Phone _____
 Email Address _____

During which hours and days are you available?

| | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. |
|------------|------|-------|------|--------|------|------|
| Mornings | | | | | | |
| Afternoons | | | | | | |
| Evenings | | | | | | |

Authorization for Background Check

Full Name: _____

All other names applicant has used: _____

Addresses applicant has used in last five years: _____

Date of Birth: _____

Place of Birth (city & state): _____

I hereby authorize Reach Out Lodi to conduct a Wisconsin Criminal History records check on me.

I agree to abide by all policies and procedures of Reach Out Lodi and to respect the confidentiality of Reach Out Lodi clients.

Signature: _____

Date: _____

Please complete and return to Reach Out Lodi. All information provided will be kept confidential.

Volunteer Service at Reach Out Lodi, Inc.

(It's about people helping people)



Reach Out Lodi, Inc. (ROL) is a special place that focuses on the needs of people that visit our Community Store and Community Center. Volunteers of all ages play a key role in our overall operation. They help keep our buildings and grounds safe, clean, and tidy. They always have a smile on their faces and are ready to help in whatever way they can when greeting and interacting with visitors, customers, and volunteer associates. They are ready to serve families in need when they step forward for help. They do what they can to connect individuals and families with other service providers that can help them in their time of need. ROL volunteers provide a vital service to their community and always leave with a sense of personal accomplishment.

Volunteers at ROL are very much like an ambassador. They do their very best to make anyone who visits the Community Center or Community Store feel “welcome” and “valued.” They are also good listeners, non-judgmental, caring, confidential, and treat everyone, customers and other volunteers, with the utmost kindness, respect, and dignity.

To be a volunteer at Reach Out Lodi we need to be aware of the items listed below:

1. ROL is a non-profit 501(c)(3), public charity.
2. Our By-Laws dictate that we do not engage in discriminatory behaviors.
3. Our succession plan includes a Board of Directors, Managing Directors (2), designated lead volunteers, and associate volunteers. Day to day operations are directed by the Managing Director(s).
4. To get started, new volunteers must complete a Volunteer Application form and arrange for an interview. ROL will conduct a Wisconsin Criminal History background check on all new volunteers. Please let us know of any physical restrictions or injuries that limit your ability to perform tasks assigned.
5. Volunteers are required to sign in and out on the Volunteer Sign In Sheet.
6. ROL is a smoke free environment.
7. Alcohol/drug use and consumption is prohibited. Anyone, including our patrons, that shows signs of alcohol or drug consumption will be asked to leave the premises. If necessary, we will help them get home safely.
8. When handling raw food, use of disposable gloves is required.
9. Please refrain from gossiping; speak well of others.
10. Volunteer work shifts do not generally exceed four consecutive hours. Eating food, drinking beverages when assisting customers in the Community Store is not a common practice.
11. If you have any questions regarding your volunteer experiences don't hesitate to ask any of our lead volunteers or staff.
12. If you have any concerns, constructive suggestions, or ideas about how ROL conducts its business be sure to share them with a Managing Director.

Please indicate that you have reviewed this general information about volunteering at ROL by signing and dating below.

Signature

Date

If selected to be a volunteer at ROL we want you to have a volunteer experience that is rewarding and fulfilling.