



# Group Volunteer Application

Marketing & Community Relations

Manager:

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**PLEASE READ BEFORE COMPLETING THIS APPLICATION**

**This form is to be completed for group project/service days only. If members of the group would like to volunteer individually, the volunteer will need to complete the regular volunteer application.**

Hope's Door, Inc. does not discriminate in the recruitment and placement of volunteers on the basis of race, color, religion, national origin, sex, marital status, disability or age. No question in this application is intended to secure information to be used in a discriminatory manner. Your completed application will be reviewed carefully; however, its receipt does not imply that you will be utilized. Volunteer coordination necessitates that you meet all conditions required for the position for which you are applying or considered.

**PLEASE PRINT CLEARLY**

Date: \_\_\_\_\_

## GROUP CONTACT INFORMATION

Group Name: \_\_\_\_\_

Type of Group:     Church     Business     School     Civic Group     Other

Age Groups:     Under 13     13-18     19-65     65+

Number of Volunteers in Group:

Under 13	13-18	19-65	65+

Group Leader's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ Alt Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

## GROUP VOLUNTEER HISTORY

Has your group volunteered at our agency before?     Yes     No

If yes, please answer the following: When did you volunteer? \_\_\_\_\_

Type of service did you provide? \_\_\_\_\_

## GROUP POLICIES AND PROCEDURES

- 1) We ask that all volunteers:
  - a. Perform volunteer duties to the best of their abilities.
  - b. Adhere to agency rules and procedures, including record-keeping requirements, and maintaining confidentiality regarding the location of the shelter and staff/agency/client information.
  - c. Remain non-judgmental in dealing with others.
  - d. To communicate with the Volunteer Coordinator regarding any concerns or issues.
  
- 2) Unless otherwise notified, groups will be responsible for providing the following:
  - a. Food and beverage for your volunteers
  - b. Any resources needed (i.e. arts & crafts, games, paint, tools, etc.)
  - c. Statement of confidentiality forms for all volunteers
  - d. Completed group application
  - e. Completed background release forms from all volunteers (if applicable, see #3)
  - f. At least 24 hour notice of cancellation
  
- 3) Background checks are required for all volunteers serving at the Shelter or Outreach Center (where direct client contact is a factor) and cost \$3 per volunteer. In order to offset the cost groups are asked to donate \$3 per person to help cover our cost.
  
- 4) Hope's Door will promote client events (i.e. kid's activity days, make-overs) to the best of our ability, however we cannot guarantee attendance. If attendance is too low, you will be asked to either reschedule the event or assist in other areas during the scheduled time. Hope's Door will notify you regarding attendance within 24 hours of the scheduled group day.
  
- 5) Taking photographs of your group volunteering with us is allowed, however we ask that you keep the following rules in mind:
  - Do not take photos of any client, regardless of verbal consent
  - Do not take photos of the front of the shelter, or anything that may be identifiable from the street

## SIGNATURES

\_\_\_\_\_  
Group Contact Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Representative Signature

\_\_\_\_\_  
Date

*\*\*Group Contact must be over 18 years\*\**