

Housing Assistance Corporation Volunteer Application Form

Date: _____

HAC has a wide array of programs focused on creating affordable housing and ending homelessness. Much of our work could not be done without the time, talents and dedication of our volunteers. Thank you for your interest in joining us!

Name: _____
Last, First MI

Address: _____

Phone 1: _____ Phone 2: _____

Email: _____

What is the best way to reach you? (circle one) phone email

In case of emergency, who would you like us to contact?

Name: _____

Phone: _____ Relationship: _____

Is there any medical information you would like us to know in an emergency situation? (drug allergies, serious health conditions such as heart disease, high blood pressure, diabetes, etc.)

Special Opportunities Email List In addition to personal messages, we occasionally send emails to notify HAC volunteers of special needs or opportunities (ex: a request for volunteers to help with a bulk mailing or yard work on a particular date). May we add your email to our list? *Please note: HAC does not share email information with any outside group.*

_____ Yes, please add me to your Special Opportunities email list.

HACbeat Newsletter HAC's monthly newsletter includes timely articles on HAC programs, special projects and events. It often includes updates specifically for volunteers. If you would like to receive a copy, please check below:

_____ Please send me HACbeat via email (this option saves us paper and mailing costs).

_____ Please send a printed copy of HACbeat to my address above.

How did you first hear about HAC?

Is there a particular HAC program/project/area you are interested in volunteering with?

Availability

Please let us know when you are on the Cape:

_____ Year-round

_____ Part-time resident, usually on Cape _____ to _____

Please let us know the days of week and times of day when you are available:

Preferred Time Commitment

Let us know generally how frequently you would like to serve and how many total hours you could commit.

_____ I'd like to work each week (total hours per week: _____)

_____ I'd like to work once or twice a month (total hours per month: _____)

_____ I'd like to work a few times a year for special events.

Schedule Flexibility Let us know your general preference:

_____ My schedule is fairly flexible.

_____ I need to know my schedule/ service dates at least 1-2 weeks in advance.

Workplace/Task Preference (check any that apply)

_____ I prefer predictability and a routine where I do mostly the same things from day to day.

_____ I prefer a lot of variety and doing many different things from day to day.

_____ I prefer interaction with many different kinds of people.

_____ I prefer to work quietly on my own.

_____ I am comfortable in chaotic situations and/or working directly with individuals in crisis

SKILLS CHECKLIST

This section will give us a better idea of your background and skills. Please note that the following items don't necessarily describe open volunteer positions. Instead, these items help give a sense of the kinds of positions that might be a good fit for you.

- *Please check skills you have and would like to use*
- *Please put a * next to items where you have advanced skills*

Computer Skills

I am comfortable:

- Using a Mac
- Using a PC
- Wordprocessing/typing
- Using email
- Using the internet

Computer Software (please list and include skill level. Ex: Microsoft Word-Intermediate; Excel-Beginner; PowerPoint-Advanced, etc.) _____

Other computer skills (circle if applicable): technical support, network support, hardware repair

Clerical Skills

- copying
- filing
- light data entry
- reception
- preparing mailings
- compiling binders
- answering phones
- sending faxes

Food Service

- preparing meals for groups
- serving meals
- teaching basic cooking skills
- teaching basic food safety skills
- experience in professional kitchen

Event Support

- walk-a-thon walker
- telethon phone attendant
- organizing pledge team for walkathon or other event
- event set-up
- staffing info booth
- organizing people behind scenes at event
- event planning

- organizing/leading group for food or toiletry drive
- soliciting donations

Public Speaking/PR/Marketing

- distributing materials
- giving presentations to clubs, schools, churches, etc.
- developing PR materials
- working with local media

Research and Writing

- researching topics on internet
- researching topics with local agencies
- writing articles for newsletters or newspapers

Teaching

- early childhood ed
- teaching elementary school
- teaching middle school
- teaching adults
- class/curriculum preparation
- tutoring

Human Services (circle any that apply and indicate skill level)

- counseling
- crisis work
- shelter experience
- care-giving
- running support group
- mentoring

Childcare

- Red Cross training/certification
- early childhood development training
- classroom aide experience
- leading youth groups, scouts, or other clubs

Maintenance and Landscaping

- yard work
- painting
- basic home repair

Leadership

- committee/Board service
- business or non-profit management experience
- developing business plans
- capitol campaigns
- major gifts development
- cultivating business partnerships/sponsorships

Financial

- teaching financial literacy courses
- teaching basics of using/repairing credit

Real Estate

- mortgage processing
- foreclosure prevention and counseling
- licensed real estate agent

Hobby/Craft/Music/Sport

Sharing, leading or teaching a skill (gardening, cooking, creative writing, photography, basketball, softball, soccer, singing—you name it!)

Transportation Services

- I have access to a pick-up truck
- I am willing to deliver donations in my vehicle
- I am willing to drive clients to appointments or on errands

Work History (fill out briefly below or attach resume)

<u>Organization</u>	<u>What you did (in a few words)</u>	<u>Dates</u>
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Do you speak a foreign language? If so, please indicate skill level.

Will you be receiving academic credit for your volunteer service? If so, please indicate school.

Are there other groups that you volunteer with?

Are there organizations (professional, civic, church, clubs, etc.) that you belong to?

Thank you again for your interest in volunteering with HAC! Please return this form to:

Mary Everett-Patriquin
Housing Assistance Corporation
460 W. Main Street
Hyannis, MA 02601