

**Housing Assistance Corporation
Volunteer Application Form**

Date: _____

Housing Assistance Corporation (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 1: _____ Phone 2: _____

Relationship: _____

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.



Availability: Please use an "X" to indicate days/times when you are available (please note that most volunteer positions occur Monday through Friday, from 9:00-5:00)

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Morning							
Afternoon							

Please let us know when you are on the Cape:

_____ Year-round

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

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.

How did you first hear about HAC?

Please tell us a little about why you're interested in volunteering. Are there particular things you would like to do, learn, or accomplish as a volunteer at HAC?

Will your volunteer hours be used to fulfill a community service requirement by your school or another organization? If so, please indicate the organization, the number of hours required, and the deadline for completion.

Please tell us briefly about your work (including stay-at-home parenting) and/or volunteer experience (organization, dates, and briefly what you do or did). You may attach a resume if you'd like.

Please have a look at the attached list with descriptions of our regular volunteer positions and events, then check the ones you're interested in below.

- | | | |
|--|--|--|
| <input type="checkbox"/> Playtime Assistant | <input type="checkbox"/> Office Assistant | <input type="checkbox"/> Big Fix |
| <input type="checkbox"/> Shelter Assistant | <input type="checkbox"/> Newsletter Mailing Crew | <input type="checkbox"/> Telethon for Hope |
| <input type="checkbox"/> Recreation/Hobby Leader | <input type="checkbox"/> Driver | <input type="checkbox"/> Other |

If you haven't done so above, please list any professional or life experience you have that's related to the positions you've checked.

If you're interested in an office position, please indicate if you're comfortable using copiers, fax machines, scanners, computer programs, email and/or the internet. **If you have a particular volunteer role in mind that you don't see described above, please use the space below to tell us what you'd like to do, and any related experience you have.**

Are there any other skills, interests or abilities that you'd like to use in your volunteer work? (Ex: Do you speak a foreign language? Do you have a Red Cross certification? Are you licensed in a skilled trade? etc.)

Please check below if you have:

- Access to a pick-up truck, and willingness to deliver donations.
- CPR or First Aid Certification (if so, please list type and date: _____)

Important HAC Policies

HAC asks potential volunteers to read and sign the following policies (confidentiality statement, liability waiver, and photographic release).

Confidentiality

In the course of their volunteer duties, HAC volunteers may learn or be exposed to personal information about HAC clients. *All client information is strictly confidential and should not be discussed outside the agency. Within the agency, volunteers should only discuss or transmit confidential information if it is a business necessity. If you are unsure how to proceed with confidential client information, see your direct departmental supervisor for clarification.* Failure to respect the confidential nature of information may result in disciplinary action up to and including termination.

Liability Waiver

- I hereby release and forever discharge and hold harmless Housing Assistance Corporation, Inc. and its directors, officers, employees and agents (collectively, "HAC") from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which may arise from my activities with HAC.
- I understand that this Release discharges HAC from any liability or claim with respect to any bodily injury, personal injury, illness, death, or property damage that may result from the my activities with HAC.
- I also understand that HAC does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance in the event of injury or illness.

Photographic Release:

I hereby grant HAC all rights, title, and interest in any and all photographic images and video or audio recordings made by HAC during my activities with HAC, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

My signature authorizes Housing Assistance Corporation to verify any of the information on this application. Housing Assistance Corporation reserves the right to an evaluation sometime after placement and the right to terminate services should responsibilities not be fulfilled satisfactorily.

Signature of Applicant

Date

Signature of parent or guardian, if applicant is under 18

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
Fax: 508-775-7434; Phone: 508-771-5400, ext. 279
Email: volunteer@HAConCapeCod.org



Volunteer Opportunities and Events

Thank you for your interest in volunteering with HAC! Below is a basic list of our volunteer positions and events. If you see a position that interests you, or if you'd like additional information, please **contact Volunteer Coordinator Mary Everett-Patriquin at volunteer@haconcapecod.org, or 508-771-5400, ext. 279.** Please note that volunteers must undergo a background (CORI) check if the position involves direct client contact.

Playtime Assistants

Help make a difference in the life of a child who's experiencing homelessness. Our Hyannis, Falmouth, and Cataumet shelters seek volunteers to help staff with playtime in a small-group setting. Shifts are generally 2-3 hours on weekday mornings or afternoons. Volunteers should be able to commit to a regular, weekly schedule (for example, every Wednesday morning). Volunteers should have childcare experience, enjoy working with kids of varying ages, and feel comfortable in a shelter setting.

Transportation

Ever had to live without a car on Cape Cod? It's tough! Drivers are needed to transport clients from our family shelters in Falmouth and Bourne to medical appointments, parenting workshops, and other important meetings. Volunteers use our agency mini-van (a 10-passenger automatic). Volunteers should have a valid Massachusetts driver's license, a clean driving record, and feel comfortable working with people from a wide variety of backgrounds.

Shelter Assistants

Help provide staff and client support at our Bourne or Falmouth shelters. Duties include office tasks such as copying, filing, and preparing mailings; providing phone and front desk coverage during staff meetings; helping with housekeeping; and assisting clients in routine matters. In this fast-paced environment, you can make a difference by jumping in where you're needed most on any given day. Volunteers in this position work a 3-4 hour shift on a regular, weekly basis (ex: 8:00-11:00 a.m. every Thursday). This position is best for those who are organized, communicate well, and feel comfortable working with families in stressful situations.

Office Assistants

Help departments in our main office with routine clerical/administrative tasks, such as copying, filing, data entry, and/or routine phone calls. These positions are usually a 3-4 hour shift, once a week, on a regular basis. By helping with routine tasks, you free up our staff to work on more complex matters. This position is good for those who have strong organizational and communication skills, and excellent attention to detail.

Volunteer Events – 2019

The Big Fix (Saturday, October 5, 2019, in Barnstable)

Join us as we send teams of volunteers to assist veterans, seniors and disabled homeowners with clean-up, landscaping and small home repair projects. Tasks can include weeding, pruning, raking, cleaning gutters, and moving heavy/bulky items to and from storage. Basic home repair skills (painting, carpentry, electric, plumbing, masonry) are a plus, but not required. See www.haconcapecod.org/big-fix for more information.

16th Annual Telethon for Hope

(Thursday, December 12, 2019, 5:30-8:00 pm, at Cape Cod Community Media Center in Dennisport)

The Telethon for Hope supports HAC's many programs and services, including our four family shelters; our homelessness prevention and homeless outreach programs; our energy savings and weatherization programs; and our affordable housing creation program. There are many ways—both in-person and online!—that you can help us raise funds for these important services. For more information, contact Mary Everett at 508-771-5400, ext. 279, or Volunteer@HAConCapeCod.org.

Thank you for your interest in volunteering with HAC! For more information, contact:

Mary Everett-Patriquin
Volunteer Coordinator
Housing Assistance Corporation
460 W. Main Street
Hyannis, MA 02601
Phone: 508-771-5400, ext. 279
Fax: 508-775-7434
Email: volunteer@HAConCapeCod.org

