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| Volunteer Application- NEPA Youth Shelter After School Program |  |

## Contact Information

|  |  |
| --- | --- |
| Name |  |
| Street Address |  |
| City ST ZIP Code |  |
| Home Phone |  |
| Work Phone |  |
| Cell Phone |  |
| E-Mail Address |  |
| What is your preferred method of communication? |  |

## Availability

### During which hours are you available for volunteer assignments? Hours of Operation are M-F, 2:30pm -9pm

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| --- | --- |
| Monday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tuesday \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Thursday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Friday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (open until 9pm) |
| Wednesday \_\_\_\_\_\_\_\_\_\_\_\_ |  |

## Interests

### Tell us in which areas you are interested in volunteering (not limited to):

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| Administration- check in table, supervise recreation room |
| Events- competitions, game night, movie night, story slam, open mic |
| \_\_\_ Academic help- tutor, monitor homework room |
| Fundraising- assist at external events with setup, runner, take down |
| Supplies- put away supplies in designated areas, take inventory, put in orders |
| \_\_\_ Career Planning- book guest speakers, post available jobs, maintain room |
| \_\_\_ Kitchen help- set out snack in the afternoon, put out dinner, clean up kitchen after both  \_\_\_ Store Manager- intake new products for online store, take photos for website, tag, package outgoing  \_\_\_ Sleeping berth monitor- keep watch if clients are sleeping in berth rooms for safety  \_\_\_ Laundry Monitor- show clients how to do laundry and help keep laundry moving so everyone has a turn  \_\_\_ Housekeeping- dust, vacuum, take out garbage every two days  \_\_\_ Teach a class or skill (how often?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)  \_\_\_ Restroom Monitor (TBD) |
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## Special Skills or Qualifications

### Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

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## Previous Volunteer Experience

### Summarize your previous volunteer experience.

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## Person to Notify in Case of Emergency

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| --- | --- |
| Name |  |
| Street Address |  |
| City ST ZIP Code |  |
| Home Phone |  |
| Work Phone |  |
| Cell Phone |  |
| E-Mail Address |  |
| Preferred Method of Contact? |  |

## Agreement and Signature

### By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

|  |  |
| --- | --- |
| Name (printed) |  |
| Signature |  |
| Date |  |

## Our Policy

### It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, gender identity or expression, age, or disability.

## Clearances

In order to work or volunteer with children, you are required to obtain clearances which include the following:

* Pennsylvania Child Abuse History Clearance;
* Pennsylvania State Police Criminal Record Check; and
* Federal Bureau of Investigation Criminal Background Check (fingerprinting)

Information regarding the Pennsylvania Child Abuse History Clearance is contained below, as well as a link to additional information regarding the Pennsylvania State Police Criminal Record Check and the Federal Bureau of Investigation Criminal Background Check. There is a fee associated with obtaining the FBI clearances. You are responsible for paying your fee.

The Pennsylvania Child Abuse History Clearance can be submitted through the Child Welfare Portal. Click on the Organization Log On. Then click on the Business Partner log on. Our User ID is b-mmahergray. The password is

Submitting an application online allows individual applicants to receive their results through an automated system that will notify the applicant once their results have been processed. Applicants will be able to view and print their results online. The self-service portal also provides the ability for organizations to create business accounts to prepay for child abuse clearances and have online access to the results.

For more information about the electronic submission of child abuse clearances or for information on obtaining the Pennsylvania State Police Criminal Record Check, please go to <http://www.dhs.pa.gov/publications/findaform/childabusehistoryclearanceforms/index.htm> and follow the links.

FBI fingerprint check: <http://keepkidssafe.pa.gov/>

## Internship Opportunity

If you are a student at a local university or college, this nonprofit may be able to provide an internship opportunity for you. Please contact us to discuss your academic requirements for the internship.

### [nepayouthshelter@gmail.com](mailto:nepayouthshelter@gmail.com)

### Thank you for completing this application form and for your interest in volunteering with us.

NEPA Youth Shelter 570.909.9671 [nepayouthshelter@gmail.com](mailto:nepayouthshelter@gmail.com) 541 Wyoming Ave, Scranton PA 18509