



Help Us Help Homeless Families

Breaking the cycle of homelessness and poverty for families and children.

Volunteer Application & Survey

Thank you for your interest in becoming a volunteer at ForkKids! Please complete this form.

CONTACT INFORMATION

Name: _____ Date: _____
Address: _____ City, State, Zip: _____
Phone: _____ Email: _____
Employer: _____ School/Group: _____

PURPOSE

Please check the applicable reason why you are volunteering at ForkKids:

- School Requirement, Court Ordered Community Service, Resume Building, Personal Interest/Philanthropy, Potential Donor/Board Interest

AVAILABILITY & INTEREST SURVEY

Please complete the following schedule with timeframes to reflect your availability to volunteer:

AVAILABILITY

Table with 5 columns: Monday, Tuesday, Wednesday, Thursday, Friday

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4200 Colley Avenue Norfolk, Virginia 23508
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I am interested in volunteering:

Form with checkboxes for location (Norfolk ONLY, Suffolk ONLY, Norfolk or Suffolk) and frequency (Once a Week, Once Every Other Week, Once a month, Once per Quarter, Once a Year, I'm not sure yet, At large events, once or twice a year, such as Day of Caring or the Children's Art Auction)

INTEREST

Is there anything you would like to tell us about yourself? Yes No If yes, explain:

Three horizontal lines for text input.

Please let us know your areas of interest:

Kid Stuff:

- Structured games, activities, or crafts
Tutoring
Field Trips
Organizing Holiday Parties
Baby Hugging
Sports Program

Shelter:

- Sorting Donations
Answering phones
Cooking for residents

Homeless Family Hotline

- Answering phones

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Beautification & Maintenance:

- Landscaping
- Painting
- Fixing Plumbing
- Fixing Electric
- Carpentry
- Masonry
- Other _____

Publicity/Events

- Contributing a piece of art for the Auction
- Helping to staff the Art Auction or other special events (greeting guests, serving, clean-up)
- Approaching local businesses and asking for contributions to be sold or raffled
- Offer graphic design services
- Work on Art Auction Committee; organize the event

Resource Development:

- Hosting a **supply drive** within your office, church/temple or community group
- Putting us in touch with other groups that you are involved with who might be interested in helping us
- Offering professional services such as landscaping, designing, etc.....

Computers:

- Maintenance
- Software Tutoring

Office and Administration

- Staffing the reception desk
- Office tasks
- Folding and sorting newsletters

Education:

- G.E.D. Tutoring
- Teaching a life skills class to a small group of children
- Teaching life skills class to a small group of adults

Driving:

- Picking up items from donors, such as furniture
- Driving clients to and from life skills classes on weekday evenings

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Volunteer Opportunities

Hot Meals & Homework

Tutor our school children at our administrative office. After tutoring, children are sent home with a hot nutritious meal for their family—donated by a local restaurant. (September-June 4:30-6:30 p.m. at Colley Avenue)

General Tutoring

Assist school-age children with their homework and help them improve their reading and math skills. (September-June afternoons 4:00-6:00pm at Colley Ave. Morgan Place and Haven House)

Baby Hugging

Hold and cuddle babies and toddlers at our shelters while their parents attend life-skills classes, educational classes or counseling sessions. (Monday-Thursday 6:00-7:30 p.m. at Morgan Place, Elizabeth Place, and Haven House)

Children's Services Assistance

Assist our Children Services staff with age-appropriate children's activities, playtime and snack. (Three (3) Tuesdays at Haven House, Three (3) Wednesdays and One (1) Monday per month at Morgan Place from 6:00-8:00 p.m.)

Special Events

Volunteer to carry out fun activities during community outreach and fundraising events. (Children's Art Auction- Spring,)

Field Trip Chaperone

Accompany our Children's Service staff during children's field trips while supervising and maintaining our children's safety. (During summer weekends)

Movie Night Host

Bring a G-rated film and popcorn and watch a movie with our children. (Friday nights at Haven House or Suffolk House from 6:00-7:30 p.m.)

Donation Sorting

Sort and organize donated items in our Colley Avenue donation room for *This N That* Store. (Monday-Friday 9:00.-5:00 p.m.)

G.E.D. Tutoring

Assist our adult clients in obtaining their G.E.D. by tutoring them using test preparation material supplied by our office. (Tuesday at 10:30 a.m. & Thursday at 6:00 p.m. at Colley Avenue).

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Volunteer Opportunities

Meal Makers

Prepare hardy meal for approximately 26 adult clients for our Inspiration Night. This event is held every second Monday of each month (6:00-7:30 p.m.). Also, you may prepare meals for families at Haven House and Suffolk House, our emergency shelter. All meals may be prepared at the shelters or at your home (Year Round).

Drivers

Meet children who are attending overnight camp at our shelters and drive them, their moms, and their gear to the designated local camp. (Volunteers must provide a copy of their DMV record, driver's license and insurance card.)
(Summer Only)

Runner

Pick up donations, drive a client to an appointment, or pick up meals for Hot Meals and Homework. (Volunteers must provide a copy of their DMV record, driver's license and insurance card.)
(Year Round)

Phone Operator

Answer agency and shelter phones while staff is in meetings and/or receptionist is out of the office, greet guests and clients entering the lobby, and perform other needed office tasks. **(Needed on weekly basis at Haven House and our Administrative Office, this volunteer will need to be flexible and be placed on the phone coverage schedule—based on your availability.)**

Newsletter Preparation

Help us spread the word about ForKids. Attach labels to our newsletters to prepare them for mailing.
(Needed Quarterly)

Maintenance

Mend a fence, paint a porch, help our facilities to maintain a high standard of appearance and remain in good working order. (Year Round)

Special Skills

Offer your skills—do you have plumbing, carpentry, computer, locksmithing, editing, or another special skills or talents? Let us know and we will sign you up for our on-going agency needs. (Year round)

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Volunteer Opportunities

Group Projects

Landscaping

This project is aimed at maintaining the immaculate presence of our shelters in their respective neighborhoods. Volunteers enjoy planting trees and flowers, mowing the lawn, and weeding the garden. Other landscaping duties may include painting the fence, litter pick up, and laying down mulch. (Spring & Summer months only)

Apartment Readiness

Volunteers with creative/decorative talents enjoy this project. Groups prepare and clean a vacant apartment for the arrival of a new client, by repairing any holes, painting, shampooing the carpet cleaning the kitchen, and decorating the unit with art, home goods, and household items—collected through supply drives or their own purchase. (Year Round)

Supply Drive

Assist our families by organizing a supply drive of much needed items and dropping them off at our administrative office or emergency shelter, Haven House. See the volunteer coordinator for a complete list of items. (Year Round)

Project Development

Assist the Development Team in massive data entry and administrative support. A small group of database/computer savvy individuals will enjoy inputting donor information in database, assisting in mass distribution of newsletters, managing public/community relations projects, assisting in setting up special events, etc. (Year Round, Mon-Fri., 9:00-5:00 p.m., at Administrative Office)

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Boundaries & Confidentiality

What are boundaries?

The boundaries we are referring to are between people, are artificial, and define where one person ends and another begins. They also refer to the limitations of roles we play in others' lives. In our agency, specific roles are defined by our volunteer job descriptions, providing a guide to appropriate interaction with our families.

Why do we need them?

Boundaries are important when doing volunteer work in our agency, because they protect families and volunteers from inadvertent intrusion into each other's personal lives. We provide services to families who, at times, may become confused about what our role is in their lives. Therefore, it is up to volunteers to understand their roles and to be clear about them as they work with our families.

Ways to recognize boundary violations

When confused by whether a behavior violates the boundaries between our families and you, you need to ask the following questions:

- Is my behavior consistent with my defined role?
- Am I serving the families' best interest or my own need to "do good?"
- Am I treating all families with equal respect and friendliness?

Examples of boundary violations

- Giving a personal gift to an individual family or family member
- Doing special favors or providing special services for a family
- Bringing a personal item and donating it to an individual family. Donations should always be anonymous when given by volunteers.
- Taking individual children or families on field trips or outings except under approved circumstances
- Giving your personal telephone number to a family member
- Discussing your personal problems with a family member

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Boundaries & Confidentiality

Confidentiality Policy and Procedure for Volunteers

1. In organizations that have access to private, personal information, it is the moral and legal obligation of all staff to ensure that this material is protected from unauthorized disclosure and held in strict confidence.
2. Communication of confidential information or any discussion about participants between staff within the same agency is permissible only if it is necessary to ensure proper care of the individual or family. This must be done in a secure area and in a professional manner. Casual conversations between any staff members about program participants are totally unacceptable.
3. Many workers have countless opportunities to see and overhear residents and program participants interact with one another and with individuals outside the program, and they are often used as confidants by program participants. How they handle this sensitive information is very important to the individual's progress and reflects the level of professionalism in the agency.
4. Each participant is assigned a case worker and this information is posted at the shelter and available to all workers. Any confidential information about a participant should only be discussed with his or her case worker in a secure area. If the case worker is unavailable, the issues or concerns may be discussed with the program director or the family counselor.
5. It is strongly suggested that giving important advice to participants, even when requested, be avoided. Inadequate or incorrect advice or information can be very harmful to individuals and can cause a breakdown of trust with the entire staff. Directing them to proper sources or to their case workers is a preferred response to participants' requests for advice.
6. Forming friendships with program participants is also discouraged. It can appear as favoritism to others and reduces the professionalism of the agency. Treating all individuals with respect and concern maximizes their chance for success.

Print Name: _____

Date: _____

Signature: _____

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Locations

Marie & Paul Finch Center for Families & Children (Administrative Office):

4200 Colley Avenue
Suite A
Norfolk, VA 23508
Phone: (757) 622-6400

Haven House:

131 D View Avenue
Norfolk, VA 23503
Phone: (757) 857-4202

Morgan Place:

9600 & 9602 7th Bay Street
Norfolk, VA 23518
Phone: (757) 587-5365

Elizabeth Place:

840 38th Street
Unit #2
Norfolk, VA 23508
Phone: (757) 423-0863

Suffolk House:

400 Finney Avenue
Suffolk, VA 23434
Phone: (757) 934-1353

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