



## Volunteer Application

Completed applications can be returned by email (contact@allentownwomenscenter.com) or fax (484-821-0826).

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

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

Preferred Name: \_\_\_\_\_ Pronouns: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

1. Are you pro-choice?  Yes  No

2. What excites and interests you about volunteering at AWC?

3. When are you available to volunteer at AWC?

Check all that apply:

Mondays  Tuesdays  Wednesdays  Thursdays  Fridays  Saturdays

Mornings  Afternoons  Evenings

4. How often do you want to volunteer?

Daily  Weekly  Bi-weekly  Monthly  Other: \_\_\_\_\_

5. How many hours will you commit to volunteering per day? \_\_\_\_\_

6. What type of volunteer work interests you?

Check all that apply:

Donating your professional services and/or unique talents (legal, marketing, translation, music, art, etc.)

Specify: \_\_\_\_\_

Clerical help - filing, copying, bulk mailings, data entry, etc.

Clinic escorting/defense and monitoring protestor activity

Transporting patients to and from appointments

Assisting AWC staff with fundraisers, tabling events, community outreach, etc.

Running errands - post-office, picking up lunches, etc.

Other: \_\_\_\_\_

7. When can you start? \_\_\_\_\_

8. How do you feel about protesters?

9. Is there anything about the services we provide that you think would make you uncomfortable or unable to work here?  No  Yes – Explain below:

10. Are you employed currently?  No  Yes – Where and what do you do?

11. Education history – Please list highest level of education completed, where attended, and degree received:

12. What special skills and strengths do you have that you could use volunteering at AWC?

13. References:

Name	Phone #	Relationship and # of years acquainted
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1.

2.

3.

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

## **Volunteering at Allentown Women's Center**

Thank you for your interest in volunteer opportunities at the Allentown Women's Center. In order to make a volunteer program successful, we must be able to rely on our volunteers to follow the same personnel policies that paid employees do. This information sheet outlines those responsibilities and policies.

1. Volunteers are employed based on their personal and professional qualifications and their ability to meet the specifications of AWC's volunteer program.
2. All volunteers must follow professionalism guidelines outlined in the personnel policy manual for confidentiality, patient contact, and dress code.
3. Volunteers arrange an individual schedule with the Executive Director or a designated member of the management team.
4. Volunteers complete a training program designed according to their assigned tasks and schedule.
5. Volunteers may be invited to attend select staff meetings.
6. Volunteers must abide by AWC's policies on attendance, breaks, harassment, smoking, drug and alcohol abuse, and others outlined in the personnel policy manual.
7. Volunteers must be familiar with AWC's security measures and how to respond in emergency situations.
8. Volunteers are asked to give at least two weeks notice prior to resignation from the program.
9. Continued employment for volunteers is based on individual qualifications as related to the requirements of the position, understanding and compliance with all applicable personnel policies, rules, and standards, and the volunteer needs of AWC. The volunteer relationship may be terminated by AWC at any time, with or without cause, and with or without notice.