

# Volunteer Application



Today's Date: \_\_\_\_\_

Please check all that apply

- Business/Church/School Group: \_\_\_\_\_
- Adult Volunteer (18+ yrs of Age)
- Student Volunteer (Under Age 18) (*Parent/Guardian Signature Required Below\*\**)  
 Student's Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Name:			
Address:			
City:		State:	Zip:
Best Phone #:		Email:	
Occupation (if applicable):		Employer:	
School Attending (if applicable):		Field of Study:	
Have you ever been convicted of a felony? If yes, please explain:			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you have any physical limitations that might inhibit certain tasks? If yes, please explain:			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
I bring the following work/volunteer experience and skills (Check all that apply):			
<input type="checkbox"/> Fundraising/Special Events Coordinator	<input type="checkbox"/> Spanish Translation	<input type="checkbox"/> Data Entry	<input type="checkbox"/> Construction (type) _____
<input type="checkbox"/> Electronic Repair/IT	<input type="checkbox"/> Accounting	<input type="checkbox"/> Public Speaking	<input type="checkbox"/> Grant Writing
<input type="checkbox"/> Graphic Design	<input type="checkbox"/> Gardening	<input type="checkbox"/> Facility Maintenance/Cleaning	<input type="checkbox"/> Other (Explain): _____
<b>Emergency Contact Information</b>			
Name:		Relationship:	
Home Phone:		Work Phone:	

**Stay Informed! Check to join our email list.**

*I agree to hold harmless Giving Children Hope (GCHope), in case of an accident or injury to myself, or others. I understand that I am not employed by GCHope, and all of my time is served as a volunteer. I also give permission to GCHope to use pictures and videos of me while volunteering, unless specifically stated otherwise. I have read and understand the guidelines stated on the back side and I voluntarily sign this application.*

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

**\*\*I give my consent for the above-named minor child to volunteer at Giving Children Hope (GCHope) and agree to hold harmless GCHope in case of an accident or injury to the above-named minor child. I also give permission to GCHope to use pictures and videos of the above-named minor child while volunteering, unless specifically stated otherwise. I further certify that the above-named minor child while under the age of 16 will not volunteer at GCHope without also having a supervising adult to volunteer alongside him/her. I have read and understand the guidelines stated on the back side and I voluntarily sign this application.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Continued on back side)

## GCHope Volunteer Hours:

Monday: 8:30am-12:00pm, 1:00pm-4:30pm  
Tuesday – Friday: 8:00am-12:00pm, 1:00pm-4:30pm  
Saturday & after-hour events, as needed

## GCHope Contact Information:

8332 Commonwealth Ave., Buena Park, CA 90621  
For *individual volunteers*: Contact Laurette at (714) 523-4454 or [lzapata@gchope.org](mailto:lzapata@gchope.org)  
For *group volunteers*: Contact SueLynn at (714) 523-4454 or [syoo@gchope.org](mailto:syoo@gchope.org)

## GCHope Volunteer Code of Conduct:

1. Be punctual and reliable. Notify the Front Office Administrator (one day in advance) if you are unavoidably delayed or unable to keep your schedule.
2. Our Dress Code: Be comfortable and modest! ***Volunteers must wear closed-toe shoes.***
3. Be sure to turn off or put in silent mode any cell phones or mp3 players. Refrain from using cell phones until on a break or standing outside away from the work site.
4. Please refrain from obscene or offensive language or conversations while on the premises. Please be respectful of staff members focused on their work. No shouting or screaming is allowed in the work place.
5. Be aware as you walk around the area to avoid stationary or moving pallet jacks or forklifts.
6. Please inform your project leader before leaving or taking a break. Volunteers are welcome to use the lunch room. Clean up after yourself and wash your dishes before you leave.
7. Leave your work area clean for the following shift. Throw away any trash or recyclables in properly marked containers.
8. GCHope is not responsible for any personal items. Please limit personal items brought on campus or use our lockers to store them.
9. ***The use of alcohol and/or illicit drugs is strictly prohibited prior to or during the hours served at Giving Children Hope. If violated, you will be escorted off property. Please no smoking except in designated areas.***

## GCHope Volunteer Position Descriptions *(Check any boxes you may be interested in):*

- Global Operations***  
Donated medical supplies need to be sorted on a daily basis. Attention to detail and the ability to follow instructions are a must. Great for volunteers age 18+.
- We've Got Your Back***  
Help fill backpacks full of food for homeless children in Orange County. Great for all ages.
- Giving for Living***  
Every day we open our doors to registered non-profits to obtain our basic needs supplies. Volunteers help by sorting through our inventory to make them available to these agencies and others. Great for volunteers age 16+.
- Office Work (Filing, Data Entry, etc.)***  
On occasion, our administrative teams needs help with various kinds of desk work. This volunteer must be able to follow instructions precisely and enjoy completing tasks to perfection. Great for volunteers age 18+.
- Facility Maintenance & Care***  
Our facility needs to be cleaned, repaired, and maintained. Such jobs are ideal for someone who enjoys being outdoors or considers themselves to be a "handyman." Great for volunteers age 18+.
- Online Volunteering Opportunities***  
Giving Children Hope needs you to help make our name known in the community. You can recruit your Facebook friends, blog about GCHope or follow us on Instagram. The possibilities are endless. Great for all ages.
- OFF-SITE VOLUNTEERING *Hosting a Food or Product Drive***  
We are always in need of additional food for our We've Got Your Back program. Other product needs do come up depending on the project, like hygiene supply, clothing or other basic needs. Great for all ages.
- OFF-SITE VOLUNTEERING *GCHope Volunteer Ambassador***  
Giving Children Hope is often asked to host a table at a community fair. If you enjoy meeting new people and answering questions about GCHope, you can be trained as a Volunteer Ambassador to attend these events. Great for volunteers age 16+.

*Volunteers are a great resource. We hope your time with us will be a rewarding experience!*