



Card database

VOLUNTEER INTEREST FORM

Section I: Tell us about yourself:

Name (please print): _____

Group/Company Volunteering with: _____

Email Address: _____

Mailing Address: _____

Phone: _____ Birthday: _____

Age (select one): 11 and under ____ 12-18 ____ 19-35 ____ 36-50 ____ 51 + ____

Occupation: _____ Company: _____

Are you a student? ____ What school? _____

Community Affiliations (i.e., churches, clubs, civic groups, etc.,) _____

How did you learn about our volunteer opportunities? Please check

- | | |
|--|--|
| <input type="checkbox"/> Volunteer Match | <input type="checkbox"/> I donated furniture to Furniture Bank |
| <input type="checkbox"/> United Way | <input type="checkbox"/> Newspaper/Radio/TV/Billboard |
| <input type="checkbox"/> Volunteer Solutions | Which One? _____ |
| <input type="checkbox"/> DoGoodChannel | <input type="checkbox"/> Friend/Coworker |
| <input type="checkbox"/> ServeNet | Who? _____ |
| <input type="checkbox"/> College/University Volunteer Site | <input type="checkbox"/> Other: (Furniture Drive, flyers, etc.,) |
| <input type="checkbox"/> Furniture Store | _____ |
| Which one? _____ | |
| <input type="checkbox"/> Idealist.org | |

Please select one of the following that describes you best.

I am interest in –

- Regularly volunteering (2 or more times a month)
- Occasionally volunteering (several times a year)
- One time volunteer – I am working with a group and will probably volunteer only once.
- Unsure – I heard about the Furniture Bank and wanted to learn more. I'm not sure if I will be interested or able to volunteer regularly.

Section II: Volunteer Opportunities

Before selecting areas of interest please note the dates and times that each occur. Please select all activities of interest.

Weekly Needs:

- Truck Driving/Furniture Moving**
Schedule: Mon., - Fri., 7:30 a.m. – 4:30 p.m.
Skills: move and lift at least 50 pounds, take basic instructions from supervisors, timeliness
- Shopping Assistant**
Schedule: Tues., Thurs., or Fri., 9:30 -12:00
need to commit to at least 2 times a month
Skills: hospitality, willingness to work one on one with clients, move and lift large furniture, provide direction through the warehouse.
- Warehouse Cleanup**
Schedule: Tues., Thurs., or Fri., 7:30 – 10:00; 9:30 – 12:00 or 2:00 – 4:00
Once or multiple times a week or month
Skills: Ability to move and lift furniture, interest in sorting and organizing
- Clerical Work/Administrative Assistant**
Schedule: 10:30 – 1:30; Mon., Tues., Thurs., Fri.,
Skills: Customer service experience, ability to use Microsoft Excel, typing skills, phone reception experience, ability to follow simple instructions, self starter
- Occasional**
- Furniture Repair**
Schedule: Occasional, based on volunteer schedule
Skills: Ability to recognize minor repair needs for basic household furniture, use Furniture Bank resources to repair them
- Event Planning and Participation**
Schedule: Occasional, based on volunteer schedule

Raising Awareness

Despite serving the Atlanta community for over 20 years many people do not know about the Furniture Bank's services and needs. We need your help to spread the word!

_____ **Yes**, I would be interested in helping the Furniture Bank spread the word about it's services and needs. I will use Furniture Bank materials and resources to share about the Furniture Bank at my next neighborhood meeting, church gathering, staff meeting, sorority or fraternity gathering, etc., **Or** I would like to invite a Furniture Bank staff member to come and share about the organization and needs.

_____ **Yes**, I would be interested in learning more about hosting a **Furniture Drive Kitchen Kit Drive or Bed in Bag Drive** in my neighborhood so others can learn about the Furniture Bank.

_____ **Unsure**, I would like to learn more about the Furniture Bank before committing.

Confidentiality Agreement and Release

Section III: Skills and Experience

(please check any skills or experience which you have competency in)

Languages: _____

Customer Service Experience how long? _____

Woodworking/Furniture Repair how long? _____

Administration how long? _____

Can you type 30 words or more per minute? _____

What additional administrative skills do you possess?

Furniture Moving/Truck Driving how long? _____

Marketing/Social Networking

Share briefly about your skills

Additional Skills: _____

Section IV: Emergencies:

Emergency Contact Name 1 : _____

Relationship: _____

Phone 1: _____ Phone 2: _____

Emergency Contact Name 2: _____

Relationship: _____

Phone 1: _____ Phone 2: _____

OFFICE USE ONLY

Dates Volunteered:

Confidentiality Agreement and Release

Volunteers with Furniture Bank of Metro Atlanta, Inc. ("Furniture Bank") must give the utmost respect to the right of privacy of persons using the services of Furniture Bank and must maintain in strictest confidence all information about those persons and their participation with Furniture Bank.

SPECIFICALLY:

- You may not admit to, acknowledge or inform anyone or any agency that a person has participated at this agency.
- You may not share any information verbally or written regarding any persons without (a) expressed permission of staff (b) a signed consent to release information by the person involved.
- You may not discuss, present or share any information about a client outside this facility that would breach that client's confidentiality or anonymity. You may not use a client's name.
- Any breach of the above agreement will result in termination and/or disassociation from this agency.

By signing this form I am acknowledging that I have read and understand the Confidentiality Agreement as stated.

I understand that I am not an employee of the Furniture Bank while performing volunteer work for the organization and as such I cannot speak or act on behalf of Furniture Bank. I further understand that as a volunteer, I am not covered by any insurance, including Worker's Compensation while I am acting as a volunteer.

Release

In connection with my voluntary involvement in activities undertaken for, and with the participation and support of Furniture Bank, a nonprofit organization, to the fullest extent permitted by law, I hereby agree for myself, my heirs, assigns, executors, and administrators to waive, release, discharge, indemnify, defend and hold harmless Furniture Bank, its officers, directors, employees, agents, and volunteers ("Indemnified Parties") from and against all claims, demands, and actions for bodily injury, property damage and/or death ("Claims") arising out of or relating to my involvement in such activities. I hereby attest that my attendance and involvement in such activities is voluntary, that I am participating at my own risk and that I have read, understand and agree to the foregoing terms and conditions of this release. I agree that Furniture Bank's allowing me to participate in its activities as a volunteer is good and adequate consideration for this Release,

I further grant to the Furniture Bank, its assigns and successors, my consent and full right to use my name, photograph, likeness, image, voice, and biography in any and all media publications, advertising, and publicity in connection with my participation hereunder.

Parent/Guardian Signature: _____ **Date:** ____/____/____

Individual Signature: _____ **Date:** ____/____/____

All volunteers under the age of 18 must have a parent or guardian signature before they can start

Please return this form by fax/mail/email:

Fax: 404-352-8792 Mail: 538 Permalume

Place Atlanta, GA 30318 Email:

info@furniturebankatlanta.org