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Card  database  letter

**COMMUNITY SERVICE APPLICATION**

**Section I: Tell us about yourself:**

Name (please print): \_\_\_\_\_

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

Would you like to receive our monthly enewsletter that includes information about upcoming volunteer opportunities and events? \_\_\_ yes \_\_\_ no

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 many court ordered community service hours do you need to complete? \_\_\_\_\_

When do you need to complete the hours by: \_\_\_/\_\_\_/\_\_\_

Why have you been ordered to complete community service?

List your probation officers name and contact information: *The Furniture Bank will contact your probation officer to verify the information you have provided. You cannot complete community service here if you do not provide some contact information.*

**How did you learn about our community service opportunities? Please check all that apply**

\_\_\_ Probation Officer  
Name of Probation Office  
\_\_\_\_\_

\_\_\_ College/University Volunteer Site  
\_\_\_ Furniture Store  
Which one? \_\_\_\_\_  
\_\_\_ Idealist.org

\_\_\_ Volunteer Match  
\_\_\_ United Way  
\_\_\_ Volunteer Solutions  
\_\_\_ DoGoodChannel  
\_\_\_ ServeNet

\_\_\_ I donated furniture to Furniture Bank  
\_\_\_ Newspaper/Radio/TV/Billboard  
Which One? \_\_\_\_\_

\_\_\_\_ Friend/Coworker  
Who? \_\_\_\_\_

\_\_\_\_ Other: (Furniture Drive, flyers, etc.,)  
\_\_\_\_\_

## Section II: Community Service Opportunities

Before selecting areas of interest please note the dates and times that each occur. Your interests will be considered, however you will be assigned to tasks that fulfill vital Furniture Bank needs.

### 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.

**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: \_\_\_\_\_

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Dates Volunteered:

**Service Agreement**

If your application for community service is accepted you commit to:

- Working with the volunteer coordinator to determine a schedule that fits the needs of the Furniture Bank and the community service volunteer
- Showing up on time to work
- Notifying volunteer coordinator in advance of any problems you may have with following through with your commitment
- Maintaining necessary paperwork for your probation officer
- Respecting and following direction of all Furniture Bank staff

Additionally, by signing below you understand that if you do not show up for one scheduled service date or if you are tardy more than once you will be dismissed from the program.

**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

