



## *Supporting the Mission*

*Welcome and thank you for your interest in volunteering here at Caroline House, Inc. Your service will be highly valued, appreciated, and is very important to our mission.*

*Volunteers like you help us to keep our doors and our programs open. Our aim is to enable women and children to reach the fullness of their potential through education in English and life skills. And now, with your help, we can continue to bring hope through the doors of Caroline House.*



Caroline House, Inc.  
Caroline House Volunteer Opportunities

Caroline House values every volunteer that assists in any way possible. Even a one-time assist can help educate a woman and help a family towards self sufficiency. . When you think about volunteering, consider one of the following areas:

- Office Support
  - Answering phones
  - Data entry (Excel, Apricot database)
- Teaching Assistants for classrooms at Caroline House
- One on One tutoring (for children and/or women)
- Assist in Development Projects
  - Assist with mailings for fundraisers
  - Organize community opportunities to spread information about Caroline House
  - Host a Caroline House information session in your home for your friends to learn about Caroline House
  - Host a business breakfast for local business owners at Caroline House
  - Assisting in our search for potential donors
  
- Oversee daily/ weekly computer practice
- Copywriter and/or graphic design assistance for print and web content
- Social media support
- Handy person work
- Outside maintenance
- Volunteering in the preschool

*All volunteers are expected to respect the privacy and confidentiality of every student.  
All volunteers are required to comply with a background check and attend Virtus Training*



Caroline House, Inc.

**Volunteer Questionnaire**

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_

If under 18 \_\_\_\_\_ Parent[s] Name: \_\_\_\_\_

How did you hear about Caroline House volunteer opportunities? \_\_\_\_\_

Employed \_\_\_\_\_ Retired \_\_\_\_\_ Student \_\_\_\_\_ Other: \_\_\_\_\_

Employer \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**I. Skills and Interests**

Educational/Experience Background: \_\_\_\_\_

Are you fluent in any other language? If yes, \_\_\_\_\_

Current Occupation: \_\_\_\_\_

Hobbies, Interests, Skills: \_\_\_\_\_

Previous Volunteer Experience: \_\_\_\_\_

Which types of volunteer work are you most interested? (Check all that apply.)

- |   |   |
|---|---|
| <input type="checkbox"/> General office/clerical        | <input type="checkbox"/> Mentoring (Women & Children)       |
| <input type="checkbox"/> Assist w/Fundraising/Grant     | <input type="checkbox"/> General maintenance/handyperson    |
| <input type="checkbox"/> Childcare                      | <input type="checkbox"/> Event/activity planning for adults |
| <input type="checkbox"/> Tutoring                       | <input type="checkbox"/> Chaperoning field trips            |
| <input type="checkbox"/> Donation sorting               | <input type="checkbox"/> Teaching a class                   |
| <input type="checkbox"/> Computer/technology assistance |   |

**II. Availability**

I am interested in a volunteer position that is: short-term \_\_\_\_\_ ongoing \_\_\_\_\_

What days and times are you interested in volunteering?

Flexible  Weekdays  Weekends  Evenings  Other \_\_\_\_\_

Any specific times? \_\_\_\_\_

**III. Other Data**

**Transportation**

Do you have access to an automobile you can use for volunteer work? \_\_\_\_ Yes \_\_\_\_ No

Do you possess a valid driver’s license? \_\_\_\_ Yes \_\_\_\_ No, If yes, what state: \_\_\_\_\_

We will need a copy of a government issued ID (such as a driver’s license).

If you will be using an automobile, please provide a copy of the current registration and your current insurance coverage. \_\_\_\_\_

**Community Service**

If you would like to volunteer because of a community service obligation such as service hours for school, please state which school or agency, contact person and contract information

\_\_\_\_\_

**V. References**

List the names, addresses, phone numbers, and email addresses (if applicable) of three personal references: At least one should be a supervisor at work, teacher at school, or your pastor; past supervisor or colleague in any previous volunteer service.

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Relationship: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Relationship: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Relationship: \_\_\_\_\_

If under age 18.

I give permission for my child to volunteer at Caroline House, and I have received, read, and agreed to the confidentiality policies.

Parent or Legal Guardian Name \_\_\_\_\_

Parent or Legal Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

**V. Photos**

I give permission to use my photo in Caroline House publishing work /social media.

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

**VI. Papers:**

Volunteer Questionnaire

I have received, read, agreed to, and signed the policies for the following documents, (please initial):

\_\_\_\_ Confidentiality Agreement – Signed

\_\_\_\_ Volunteer Guidelines Agreement – Signed