



Gaithersburg HELP Volunteer Application

E-mail completed form to gaithersburghelp@yahoo.com or mail to Gaithersburg HELP, 431 N. Frederick Ave., Gaithersburg, MD 20877

Name	Date
Full Address	
Home Phone	Cell Phone
E-mail	

Note: You must be 18 years or older to volunteer without adult supervision. Students seeking SSL hours, please send a separate email to Gaithersburghelp@yahoo.com for information.

Persons served as clients of Gaithersburg HELP in the past 12 months are not eligible to work as volunteers.

1. Check all volunteer positions you are interested in:

POSITION	HOURS/DAYS	FREQUENCY	DESCRIPTION
<input type="checkbox"/> Client Transportation	Monday–Friday 8 a.m. – 5 p.m.	Once or twice monthly	Drive clients to medical or social services appointments primarily in the greater Gaithersburg and Montgomery Village area.
<input type="checkbox"/> Food Delivery	Monday, Wed., and Friday Late afternoon	Once a month	Deliver food from the pantry to clients in the greater Gaithersburg and Montgomery Village area.
<input type="checkbox"/> Food Coordinator	Monday–Friday 9 a.m. – 2 p.m.	Once or twice monthly	Schedule clients for food pick-up at pantry. Work from home. Must have a computer and Internet access.
<input type="checkbox"/> Pantry Worker	Monday–Friday Hours between 4 – 8 p.m.	Once or twice monthly	Hand out pre-bagged groceries to clients at the pantry during your choice of shift. You must find a co-worker to work with you.
<input type="checkbox"/> Food Bagger	Monday–Friday 2 – 4 p.m.	Weekly or monthly	Pack grocery bags for clients scheduled to pick up. Packing list and special information are provided. Must be comfortable lifting and moving bags of groceries into carts and/or onto shelves.
<input type="checkbox"/> Spanish translator	Monday–Friday Hours variable	Twice monthly	Return phone calls from Spanish speaking clients who need assistance with food, infant needs, or prescriptions. Work from home. Must have a computer and Internet access.
<input type="checkbox"/> Prescriptions and Finance Coordinator	Monday–Friday 9 a.m. – 3 p.m.	Weekly or monthly	Return phone calls from clients who need help in filling medical prescriptions or temporary financial assistance. Work from home. Must have a computer and Internet access.
<input type="checkbox"/> Transportation Coordinator	Monday–Friday Daytime	As needed	Schedule drivers to take clients to medical or social service office appointments. Will need a computer and Internet access eventually.

2. What skills or interests can you contribute? *(Please describe in the space below or on a separate page.)*

- | | |
|---|--|
| <input type="checkbox"/> Computer database/website experience (specify particular expertise)
<input type="checkbox"/> Fundraising
<input type="checkbox"/> Grant writing
<input type="checkbox"/> Financial planning, accounting, or bookkeeping
<input type="checkbox"/> Organizational management
<input type="checkbox"/> Organizational administrative officer | <input type="checkbox"/> Are you interested in being an occasional resource person to volunteer for seasonal program activities rather than or in addition to routine jobs listed above? Include your availability in your response. Examples are: Help the Homeless Walks, Thanksgiving in February, and Combined Federal Campaign and United Way campaigns.

<input type="checkbox"/> Anything else you would like to share that will help us find the best fit for your interest in volunteering for Gaithersburg HELP? |
|---|--|

► I understand that a 12-month commitment is expected and that I will take responsibility for tasks assigned to me. I agree to maintain confidentiality for client information and to treat all clients fairly and equally under agency guidelines. I accept the condition that persons who are or have been clients in the past 12 months may not be assigned duties in areas related to direct service to other clients.

Signature

Date