



ADULT VOLUNTEER APPLICATION

PLEASE COMPLETE ALL INFORMATION

App. Date _____ Last Name _____ First Name _____ Nick Name _____

Street Address/City/State/Zip Code – please note mailing address as well if different _____

Email Address _____ Home Phone _____ Cell Phone _____

Emergency Contact Name _____ Relationship _____ Phone _____ Alt. Phone _____

Language Skills (including sign language); please rate fluency 1-5 (5 highest):

1. _____ Fluency _____ 3. _____ Fluency _____
 2. _____ Fluency _____ Notes: _____

Volunteer Interests (please see following pages for job descriptions)- check all that apply

*Volunteer positions with a * require a background check. Please see next page for additional information.*

<input type="checkbox"/>	*Back Room (Sort, Tag, Hang & Stock)	<input type="checkbox"/>	Garage Sale Donation Finder	<input type="checkbox"/>	*Board of Directors or Community Advisory Council (CAC)
<input type="checkbox"/>	*Shopping Assistant (Assist clients, bag clothing, etc.)	<input type="checkbox"/>	*Special Events	<input type="checkbox"/>	Apparel Partner Program
<input type="checkbox"/>	Wash and/or Repair	<input type="checkbox"/>	*Marketing/PR/Fundraising	<input type="checkbox"/>	*Student Ambassador Program (Adult Coordinator)
<input type="checkbox"/>	Thrift Store Deal Finder/Shopper	<input type="checkbox"/>	Donation Pick-up	<input type="checkbox"/>	Other

Available shifts in the store are from 8:45 am to 12:45 pm on Tuesdays, Wednesdays and Fridays and Thursdays 9:00 am - 12:30 pm and 2:30 pm - 5:45 pm. CTKD is also open the 1st Saturday of every month from 9:00 am to 1:30 pm. Please note your schedule preferences below, as well as when you're available to start.

CTKD is committed to providing reasonable accommodations to individuals with disabilities. Please note any accommodation requests below.



VOLUNTEER ACKNOWLEDGEMENT

PLEASE INITIAL EACH STATEMENT AND SIGN BELOW

- _____ I agree to read and comply with the policies and procedures in the Clothes to Kids of Denver, Inc. Volunteer Handbook, available at <http://clothestokidsdenver.org/volunteer-opportunities/>. This handbook describes important information about CTKD and I understand that I should consult a staff member regarding any questions not answered in the handbook. I understand that it is my continuing responsibility to read and comply with the policies contained in the handbook, as well as any revisions made to it. I also understand that Clothes To Kids of Denver, Inc. may revise, rescind or modify any portion of the handbook at any time and that I shall be bound by any such change.
- _____ I will treat everyone with courtesy, respect, patience, dignity and consideration.
- _____ I agree to report suspected child abuse directly to the Executive Director. I understand that failure to report suspected abuse to civil authorities is, according to law, a misdemeanor.
- _____ I agree to maintain the confidentiality of all client and agency information.
- _____ I give Clothes To Kids of Denver, Inc. permission to inquire into my references.
- _____ I will avoid being alone with a child or youth during my service at CTKD.
- _____ I understand that I may not remove any merchandise from the Clothes To Kids store.
- _____ I give permission for photographs of me to be used in CTKD publications and on the CTKD website. Please place an "X" in the field if you do not grant CTKD permission to use photographs of you.
- _____ I understand that I should not drive a CTKD client to and/or from the store to shop and/or return items.
- _____ I understand that Clothes To Kids of Denver, Inc. does not maintain workers' compensation insurance coverage for the benefit of its volunteers. This means that if I am injured during the course of and as a direct result of this volunteer program, that I will contact my primary healthcare provider for treatment and hold harmless Clothes To Kids of Denver, Inc.
- _____ I grant Clothes To Kids of Denver, Inc. permission to conduct a background check, including a Denver County criminal search and a national sex offender search. Background checks are required for the following volunteer positions: Back Room, Shopping Assistant, Special Events, Marketing/PR/Fundraising, Board of Directors/Community Advisory Council, and Student Ambassador Program coordinator. We will provide you with additional instructions, as well as a Background Release form to complete, so that the check can be initiated. The cost of each check is \$18.99, which CTKD will cover. However, if you'd like to donate the cost of the background check, you can simply write a check to CTKD, return it with this application, and we will ensure that the funds are directed towards the purchase of socks and underwear for our clients. You will also receive a receipt for tax purposes.

Applicant Signature

Date

REFERENCES

Name	Relationship/Title	Phone
_____	_____	_____
_____	_____	_____

Office Use Only: Background Check/Handbook Sent _____ First Day _____ TY _____ DE _____ Entered by _____

Clothes To Kids Denver Volunteer Job Descriptions

In the Store

Back Room (Sort, Tag, Hang and Stock Clothing): These ongoing jobs are great for youth and adults and help ensure that we can meet the clothing needs of youth visiting the store.

Shopping Assistant: Help clients select clothing during their visit and help make the shopping experience pleasant and enjoyable. Shopping Assistants are needed from 8:45 am to 12:45 pm Tuesday – Friday, and the 1st Saturday of every month from 9:00 am to 1:30 pm.

Outside the Store

Wash and/or Repair: Spending a little time cleaning and/or repairing donations can save clothes headed for the discard pile. This is an on-going need, and really helps!

Thrift Store Deal Finder/Shopper: Volunteers are needed to shop for new underwear and socks as well as clothing sizes that are missing from our inventory. This is one of our most fun volunteer tasks and training is available for anyone who is interested.

Garage Sale Donation Finder (summer only): CTKD Garage Sale donation finders identify sales that have items appropriate for the clients at CTKD, tell the person holding the sale about the mission of CTKD and return at the end of the sale to pick out items for the store. Only 1-2 sales can fill a car!

Operations

Special Events: Help plan fundraising events or attend networking events on behalf of CTKD. Special Events volunteers serve as an important link between CTKD and the community.

Marketing/PR/Fundraising: Help the Board of Directors get the word out about CTKD by assisting with letter writing, brochure design, newsletter contributions and other special projects. Interested volunteers can work on one or several projects each year, so this is a very flexible commitment.

Donation Pick-up: CTKD is fortunate to have donors all over Denver, and beyond! Volunteers are needed for regular and one-time donation pick-ups. Anyone who signs up for this position will get an email whenever CTKD needs a donation pick-up. All you have to do is respond if you can help, so the time commitment is very flexible.

Board of Directors/Community Advisory Council (CAC): We are always looking for new candidates to join the Board and CAC. Our board members serve two year terms and meet once a month to discuss the organization's goals and overall strategy. Different board positions have different levels of time commitments. We also have a very active CAC that is designed to provide a reservoir of leaders who lend their knowledge to CTKD. CAC members also serve two-year terms and the council usually meets quarterly. If you are interested in either of these groups, a current Board or CAC Member will contact you with additional details.

Special Programs

Apparel Partner Program

Apparel Partner representatives serve as the liaison between CTKD and the retail community and work with the Executive Director to identify and approach companies who may be willing to partner with CTKD. Once retailers are regular donors, Apparel Partner representatives may also be responsible for making reminder calls to businesses and arranging donation pick-ups.

Student Ambassador Program

Youth Role: Student Ambassadors help both their own school and schools in their area plan and carry out clothing drives on behalf of CTKD. This is ideally suited for older students looking for a challenging, on-going volunteer project. Responsibilities of this position may include: 1) contacting elementary, middle and high school student council representatives and/or teachers who may have an interest in conducting a clothing drive, 2) helping students create promotional materials and plan for a drive, 3) supporting students as they carry out drives and 4) coordinating delivery of clothing drive donations to CTKD and 5) recognizing the efforts of the student groups who complete a drive.

Adult Role: CTKD needs adult volunteers who are interested in helping high school age students who choose to become Student Ambassadors. This is a flexible position, and it is perfect for people who can give a little each week.

Questions? Please contact Katie Jones Jadwin at katie@clothestokidsdenver.org or 720-379-4630.