



Monarch Thrift Shop Volunteer Application

Dear Prospective Monarch Volunteer,

Thank you for your interest in being a volunteer at Monarch Thrift Shop!

Please take some time to complete this form. We try to match your skills and interests with our store needs. We want to ensure a safe and enjoyable environment for everyone involved.

Please fill out, sign and return this form to info@monarchthriftshop.com or drop off/mail to:

Monarch Thrift Shop
Attention: Volunteer Coordinator
2875 N Milwaukee Avenue
Chicago, IL 60618

We look forward to meeting you soon! If you have any questions, please contact us.

Sincerely,

Christa Clumpner and Mireya Fouche
Co-Executive Directors
info@monarchthriftshop.com
773-797-2090

Monarch Thrift Shop will review your application. The information in this application will be kept confidential and not shared with anyone other than the people directly involved in assessing your volunteer application.

PERSONAL INFORMATION

Legal Name: _____

Preferred Name: _____

Preferred Pronouns: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Primary Phone Number: (____) _____ - _____

E-mail Address: _____ Occupation: _____

Date of Birth: ____/____/____



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Emergency Contact Name: _____ Relationship: _____
Phone Number: (____) _____ - _____

Experience, Interest, General Information

How did you hear about Monarch Thrift Shop?

What, if any, interactions have you had to date with Monarch?

Customer Former Volunteer Donor None Other: _____

Fill if you need to complete (non-court mandated) service hours:

Number of Hours Needed: _____ Hrs.

Date of Expected Completion: ____/____/____

School or Institution Hours Needed for: _____

Mark "I" next to items/activities you are interested in learning how to do, "E" next to activities you have experience doing.

- Fashion awareness _____ Home Décor sorting/pricing _____
Jewelry valuation _____ Sales floor merchandising _____
Cashier _____ eCommerce _____
Cleaning/Custodial work _____ Social Media Content creation _____
Blog posting/writing _____ Product photography _____
Event planning _____ Fundraising _____
Grant Writing _____ Organization _____
Furniture transportation _____ Other _____

Accessibility/Accommodations:

Are you able to stand for a period of 4 or more hours? Yes No (please circle your answer)

Are you able to lift up to 25 pounds? Yes No (please circle your answer)

If you have anything else you would like to tell us about your needs as a volunteer here at Monarch, write them here. If you think of something after submitting this form feel free to let us know.



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Availability

I am available on the following days and times to volunteer (please list all possible days of the week and times and we will confirm a schedule that works for you and the store before you begin):

I would like to volunteer _____ times per week; if other than weekly, please specify here: _____

Reference and Background Check

Please provide contact information for at least two references who are not relatives, and who preferably know you in a work or volunteer context:

Name: _____ Phone #: _____ Relationship: _____

Name: _____ Phone #: _____ Relationship: _____

Do you know anyone who is currently a Monarch volunteer or employee? **Yes or No (circle one)**
If yes, who?

I certify that the information given herein is true and complete to the best of my knowledge. I hereby authorize Monarch Thrift Shop to investigate all statements contained in this application, contact individuals and/or organizational references, and authorize the release of personal information regarding me for reference and background check purposes. This information is to be used only to determine my suitability for volunteering with Monarch Thrift Shop. I understand that misrepresentation or omission of facts will be sufficient cause for termination of volunteer service. _____ (Please Initial)

Release and Waiver. *I do hereby release and forever discharge and hold harmless the Monarch board, officers, employees (Released Parties) and their successors and assigns from any and all liability, claims and demands which I or my heirs, assigns, next of kin or legal representatives may have or which may hereinafter accrue with respect to any bodily injury, personal injury, illness, death or property damage which arise or may hereafter arise from or is in any way related to my Activities with any of the Released Parties, whether caused wholly or in part by the simple negligence, fault or other misconduct, other than intentional or grossly negligent conduct, of any of the Released Parties or of other volunteers.*

I understand and acknowledge that by this Release I knowingly assume the risk of injury, harm and loss associated with the Activities. I also understand that the Released Parties do not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health or disability insurance in the event of injury, illness, death or property damage. _____ (Please Initial)

Photographic Release. *I, the Volunteer, do hereby grant and convey unto Monarch Ministries, DBA Monarch Thrift Shop of Chicago, IL, all right, title and interest in any and all photographs and video or audio recordings of or including my image or voice, made by any of the Released Parties during my Activities with the Released Parties, including, but not limited to, the right to use such photographs or recordings for any purpose and to any royalties, proceeds or other benefits derived from them. _____ (Please Initial)*



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Monarch Thrift Shop Code of Conduct

1. Smoking or use of tobacco products is prohibited indoors and within 10' of Monarch entrances and in the presence of minors during Monarch Thrift Shop pop-up/off-site events.
2. Using, possessing, or being under the influence of alcohol or illegal drugs during service at Monarch Thrift Shop will not be tolerated. Using or possessing any weapons (firearms, knives, etc.) is prohibited.
3. Volunteers will not abuse (verbally, physically, or sexually) participants, customers, or co-volunteers in any way. Suspected abuse must be reported immediately to a store manager/director.
4. Volunteers will conduct themselves in a courteous and respectful manner, exhibit professional behavior, and provide positive role models for all youth and others present. Volunteers must treat customers, fellow volunteers, and Monarch staff of all ages, religions, and cultures with respect and consideration.
5. Except in an emergency, Monarch volunteers must never be alone with a youth participant under 18.
6. Volunteers will accept supervision and support from Monarch staff.
_____ *(Please Initial)*

My signature below indicates that I have read and understood the certifications, waivers, and code of conduct above and agree to abide by them. _____ **(Signature of Volunteer) Today's Date:** _____

If Volunteer is under 18 a Parent/Guardian must also sign here: _____

Print Name of Parent/Guardian: _____ Date: _____



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*Complete this page only if you are needing community service hours mandated by a court

Description of Community Service

NAME OF COURT: _____

CITY OF COURT: _____

STATE OF COURT: _____

Please list the type of offense: _____

BRIEFLY EXPLAIN CIRCUMSTANCES OF OFFENSE

In 200 characters or less

Please Note: A copy of an official court document or copies of traffic tickets detailing the nature of the offense in writing may be requested.

TOTAL NUMBER OF HOURS TO BE COMPLETED: _____

Date hours were assigned by court: _____

Date hours are due to court: _____

Do you plan to complete all your hours at Monarch Thrift Shop? Yes No (please circle your answer)

If no, how many of your hours do you hope to complete at Monarch Thrift Shop: _____

Community Service Guidelines

- The application must be completed with all questions fully answered.
- All court ordered community service must be approved prior to scheduling.
- Volunteers must abide by Monarch Thrift Shop general guidelines, safety rules, and dress code when volunteering.
- Unsatisfactory work or lack of communication regarding schedule changes can result in removal from the court ordered community service program.

I HAVE READ AND UNDERSTAND THE COMMUNITY SERVICE GUIDELINES AND AGREE TO ABIDE BY THESE GUIDELINES FOR THE DURATION OF MY TIME AT MONARCH THRIFT SHOP.

Signature

Date

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We at Monarch are currently in the process of conducting research to better our program as we strive to help get all our volunteers workforce ready, so we have partnered with a research team at UIC. This research consists of a Pre-Survey administered before you start your first day as a volunteer, and a Post-Survey given on your final day.

The information you provide us is solely used for research purposes and will remain confidential.

Demographic information is not mandatory.

The surveys ask about current/previous work experience (if applicable) and is comprised of a series of questions that pertain/relate to skills commonly looked for in the workplace by employers. The goal of these question is to see how our volunteers grow in their time here at Monarch. In addition, the Post-Surveys works as an anonymous place where volunteers are able to present feedback and thoughts about their experience.

Your participation is greatly appreciated.

For more information please contact Christa Clumpner.

Sincerely,

Christa Clumpner and Mireya Fouche
Co-Executive Directors
info@monarchthriftshop.com
773-797-2090

My signature below indicates that I have read and understood the purpose of the research study and agree to partake in it.

Volunteer's Signature _____

Today's Date: _____

If Volunteer is under 18 a Parent/Guardian must also sign here: _____

Print Name of Parent/Guardian: _____ Date: _____

Pre-Survey QR Code:

