



Together we respond to unmet human needs so all can thrive

Contact: Lisa Z. Ross, Director of Community Outreach and Engagement, lzross@ccsnn.org, 775-322-7073 ext. 235

Mr/Mrs/Ms/Dr First Name M.I. Last Name

Address City/State/Zip

Phone Cell Phone

Email Birthdate

How do you identify yourself? F/M/ _____

Why are you volunteering? Please circle one:

From the Heart Service Learning/Internship School Community Service
Court ordered community service CWEP AARP Voc Rehab
Other: _____ School: _____

Required completion date? _____ How many hours? _____

Table with 3 columns: Education, College, Major, Grad date, High School, Grad date, Trade or Technical School, Area of Study, Grad date, Current employer, Company address, Phone, Job Title and description

Do you speak another language? _____ Which one? _____

What computer programs are you familiar with? _____

Are you physically able to lift 20 lbs? _____

Do you have any physical limitations, e.g. walking, standing, sitting? _____

Have you ever been convicted of a felony? Yes No

Please explain _____

Will you submit to a background check if asked? Yes No

References:

Name	Relationship	Phone

Availability

What days and times are you able to volunteer? _____

Is this an ongoing commitment? Yes No

If temporary, start date _____ end date _____

Emergency Contact

Name	Relationship	Phone

Any other things we should know about you?

I hereby give Catholic Charities my permission to keep my information on file and contact my references.

Signature _____ Date _____

Parent Signature

(If under 18) _____ Date _____

Everyone interested in volunteering must attend an orientation session. Please contact Lisa Ross at lzross@ccsnn.org or call (775) 322-7073, ext. 235 to schedule an appointment. Orientation will be held at the Catholic Charities Thrift Store located 500 E. Fourth Street, Reno, NV 89512.

Please have this application completely filled out before the orientation.

Catholic Charities of Northern Nevada
Volunteer Expectations and Emergency Procedures

As a Catholic Charities volunteer, please have a positive attitude, be patient, use encouraging words, and be gentle and polite to all customers, clients and staff.

All volunteers must conduct themselves in a courteous and professional manner while serving as a volunteer for Catholic Charities of Northern Nevada.

General Guidelines

- A CCNN volunteer lanyard or shirt must be worn.
- A CCNN volunteer is responsible for signing in and out on sign-in sheet provided by CCNN.
- A volunteer wearing a Catholic Charities shirt is a representative of our agency and as such agrees to never wear in any location or while performing any action that would reflect badly on the agency.
- Wear clean and neat clothing, no sleeveless shirts or revealing attire. Clothing must be free of graffiti, gang related images, offensive or profane graphics or language.
- Shorts and skirts must be modest; no more than one inch above the knee.
- Closed toe shoes only. Absolutely no sandals or flip-flops in any department.
- Piercings are allowed only in ears; tattoos must be covered.
- Parking is allowed in the parking lot adjacent to the Dining Room. Alternately, we ask that you find parking on Valley Road or in the neighborhoods to the north.
- Volunteers may eat in the dining room; you enter through the back parking lot and must wear volunteer lanyard or shirt to “jump the line”.
- As a volunteer performing community service in the St. Vincent’s Programs, it is *your* sole responsibility to sign in and out when you arrive and when you leave to perform volunteer work or community service hours. If you do not sign in and/or out, there is NO RECORD of your being here and you will not be given credit for your time.

Thrift Store

- You are permitted to shop in the Thrift Store at any time that you are not working.
- Shopping is permitted from the sales floor only; you must pay at the register and take the merchandise off the property immediately. Please keep your receipt with the items purchased.
- If customers have questions regarding pricing reductions, please refer them to the Thrift Store Managers, as they are the only ones allowed to negotiate with customers.

Food Pantry

- All volunteers will use the front Food Pantry doors to enter and exit.
- Only approved food and beverages may be consumed in the Pantry, and never within sight of the clients or in work areas. A break area is provided.
- If you receive a monthly food allocation, please request it at the end of your shift using the same procedures as all clients. Other foods may not be removed from the Pantry.
- Gloves, aprons, hairnet/cap must be worn when handling unpackaged food. The area must be maintained in a clean manner.

Dining Hall

- Staff and volunteers must wash hands upon arriving in the Kitchen and Dining room to help.
- All volunteers must wear a hair net, gloves and apron. Prior to putting on gloves, hands must be washed.
- Volunteers eating or removing food from the Dining Hall must have the Dining Hall Manager’s permission.

Emergency procedures

- Every work area has emergency procedures regardless of the area you work in. Please familiarize yourself with exit routes and doors and in the event of an emergency, please follow the direction of the supervisor or manager in your area.
- In the event of notification of an emergency, find a buddy and go to the nearest exit and leave the building. Once outside, you should go to the meeting location across 4th Street, adjacent to the Firehouse. Do not block the street.
- If you can, take your personal items with you. If not, your safety comes first and you must exit as quickly as possible to a safe place.
- At the muster point, report to your supervisor and let them know you have safely left the building.
- In some cases, it may be best to shelter in place. In this event, a supervisor or manager will provide you with directions. Follow them quickly and precisely.

Confidentiality and Serving at the Discretion of CCNN

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer, client, or other person or involves overall agency business. Failure to maintain confidentiality may result in termination of the volunteer’s relationship with the agency or other corrective action.

In all cases and categories, CCNN retains the right to reject or terminate a request/assignment to a volunteer based upon attitude, inconsistent attendance, work effort, interpersonal relations, inappropriate language or any other reason deemed to be incompatible with the mission of CCNN or the other employees or volunteers.

CCNN has my permission to use my image in advertising (initial) _____ **Yes** _____ **No**

Your signature indicates that you have read, understand and accept the above policies. All training is on the job. Each department may have additional policies that will be explained to you during orientation. The Program Manager has the discretion to retain or dismiss any volunteer.

Signature _____ **Date** _____