

# Volunteer Application Form

## Contact Information

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

## Desired Volunteer Opportunity

Please check one:  Reading Tutor  Office/Clerical  Special Events  Reading Assessment  
 Other: \_\_\_\_\_

## Availability

Day:	Monday	Tuesday	Wednesday	Thursday	Friday
Time:					

Date that you are available to begin volunteering: \_\_\_\_\_

## Personal Information

Have you previously volunteered with Reading and Beyond?  Yes  No  
 If yes, please describe: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Are you at least 18 years old?  Yes  No  
*(Fingerprinting is not required for volunteers under 18)*

Why are you interested in volunteering with Reading and Beyond? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please list any special skills, hobbies or interests you have: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please list any foreign language skills:

Language: \_\_\_\_\_  Speak  Read  Write  
 Language: \_\_\_\_\_  Speak  Read  Write

## Emergency/ Medical

**In case of emergency, please call:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Allergies: \_\_\_\_\_

Other relevant medical information: \_\_\_\_\_  
 \_\_\_\_\_

Education	Employment
Please check your highest level of education: <input type="checkbox"/> Some High School <input type="checkbox"/> College Degree (BA/BS) <input type="checkbox"/> High School Diploma <input type="checkbox"/> Graduate Degree <input type="checkbox"/> Some College                (MA/MS) <input type="checkbox"/> Other: _____ <input type="checkbox"/> Teaching Credential	Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No Occupation: _____ _____ Employer: _____ _____

References				
Because we place a lot of responsibility on our volunteers, we request two references.				
Name:	Phone	Address	Years acquainted:	Title/Relationship:

How did you hear about Reading And Beyond?		
<input type="checkbox"/> Friend: _____	<input type="checkbox"/> Family: _____	<input type="checkbox"/> Newspaper: _____
<input type="checkbox"/> Church: _____	<input type="checkbox"/> Internet: _____	<input type="checkbox"/> AARP: _____
<input type="checkbox"/> School: _____	<input type="checkbox"/> Other: _____	
Professor Name: _____		

For Office Use:	
Application Date: _____	Start Date: _____ End Date: _____
Training Date: _____	Site: _____ Schedule: _____
Fingerprint Form given? Yes <input type="checkbox"/> No <input type="checkbox"/>	Walk in? <input type="checkbox"/> Mail in? <input type="checkbox"/> Online? <input type="checkbox"/>
Completed By: _____	Date: _____

# Agreement Statement

By being a volunteer at Reading and Beyond, you agree to:

1. Commit to volunteer at least 1 hour, 2 days a week, for 3 months.
2. Adhere to your pre-determined schedule (if for any reason you are not able to attend, please notify your supervisor)
3. Attend a training/orientation session at Reading and Beyond
4. Adhere to the mission and goals of Reading and Beyond
5. Report any problems or concerns that may arise to your supervisor

I \_\_\_\_\_, declare that the information provided is true to the best of my knowledge. I also understand that a criminal record and child abuse registry check as well as reference checks may be required as a condition of volunteering with Reading and Beyond

I understand that I am volunteering my services solely for my personal purposes or benefit without promise or expectation of compensation or benefits.

## Photo/Video/Web Release (Optional):

_____ (Initial)	I give Reading and Beyond the absolute right and permission to take and use photograph(s) and video of me in its promotional materials and publicity efforts. I understand that the photograph(s) may be used in publication, print advertising, and electronic media (e.g. video, CD-ROM, Internet, World Wide Web), or other forms of promotion. I grant this permission to Reading And Beyond, its photographer, their offices, employees, agents, and designees.
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I certify that all statements made in this application are complete and accurate; I understand that:

**All volunteers must be at least 14 years of age and fulfill all volunteer requirements as stated above.**

Signature of Applicant: **X**\_\_\_\_\_ Date: \_\_\_\_\_

## Parent/Guardian Signature (if applicant is under 18)

I, \_\_\_\_\_, declare that I am the legal guardian of \_\_\_\_\_ and hereby give permission for him/her to participate in volunteer activities as required by Reading And Beyond.

I understand that my child must meet the following conditions and hereby acknowledge the conditions can be met: The child is under the age of eighteen (18) at the time of the volunteer activity and has transportation to and from volunteer activities.

**X**\_\_\_\_\_ Date: \_\_\_\_\_

## **Fingerprinting**

Reading And Beyond requires fingerprinting for all volunteers over the age of 18, even if they have been cleared through another agency. The fingerprinting fee is \$20.00 if you have lived in California for the past 7 years, or \$35.00 if you have lived outside California within the past 7 years. Either fee will be reimbursed with receipt.

For your convenience, you have the option of completing this process in advance, before volunteer orientation. If you choose to complete your fingerprinting in advance, please download, review, and complete the appropriate form from our website at [www.readingandbeyond.org/volunteer2.html](http://www.readingandbeyond.org/volunteer2.html)