

Volunteer Application



hesed house, inc.

Contact Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
Cell Phone	
E-Mail Address	
Birthday	

Availability

During which hours are you available for volunteer assignments?	
Monday:	
Tuesday:	
Wednesday:	
Thursday:	
Friday:	
Saturday:	
Sunday:	

Background Information

Present Occupation:	
Employer (if retired, list former employer)	
Employer Address:	
Education:	

** Please note that a background check will be conducted if you are considered a volunteer for any children's programs. Please advise if this is not acceptable.

Reason for Volunteering

Briefly describe why you want to volunteer at Hesed House.

Special Skills or Qualifications / Languages Spoken

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports. List languages spoken other than English.

Previous Volunteer Experience

Summarize your previous volunteer experience.

Volunteers are scheduled on a first-come, first serve basis. Volunteers are accepted and placed based on need and availability at the time of applying. Volunteers not placed will be added to our call list for potential future needs.*A TB test is required for all those volunteering over 8 hours weekly.

Person to Notify in Case of Emergency

Name	
Relationship to you	
Home Phone	
Work Phone	
Any medications and/or physical limitations we should be aware of?	

Additional Questions

Have you ever been convicted of a felony? (If yes, please explain)	
Have you ever been convicted of a crime against a child? (If yes, please explain)	

**Required Service Hours

If you are volunteering in order to fulfill a requirement for community service hours, please provide the following information. (Note: We **DO NOT** allow individuals to complete court-ordered community service hours at Hesed House)

Reason for volunteering (class, confirmation, etc.)	
Name of school, church, etc. requiring hours:	
How many hours would you like to volunteer?	
By what date do your hours need to be completed?	

Volunteer Guidelines

Volunteers play a very important role at Hesed House. We would not be able to function as a ministry to the poor without the generous gifts of your time, talent and hospitality. Because we depend so heavily on our volunteers, we ask that you would observe the following guidelines:

- Be punctual and conscientious. Arrive at your designated time, dressed appropriately, and ready to work. If you are not able to make your volunteer shift or will be late, please call ahead and let us know.
- Do not give out personal information, including your full name, telephone number, or address to guests. Do not give out money.
- Practice the buddy system when entering and leaving the building. Feel free to ask staff to accompany you!
- Report any inappropriate behavior, or anything that makes you uncomfortable, immediately to staff.
- Do not become involved in guest disputes or in cleaning up bodily fluids. In both instances, refer the situation to staff.

These guidelines are for your protection and are intended to help you make wise decisions about your involvement with the people we serve. Failure to follow these guidelines or to conduct oneself in a professional manner may be reason to terminate your volunteer relationship with Hesed House.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete and I have read attached TB notification.	
Name (printed)	
Signature	
Parent Signature (if volunteer is under 18)	
Date	



HESED HOUSE Comprehensive Homeless Resource Center

Ending Homelessness, One Person – One Family – at a Time...

659 South River Street
Aurora, IL 60506-5551

(630) 897-2165 Phone
(630) 801-9759 Fax

info@hesedhouse.org
www.hesedhouse.org

April 2011

Dear volunteer:

Thank you for your interest in volunteering at Hesed House. With 6,000 volunteers per year, Hesed House is entirely dependent on the efforts of the community in order to serve homeless families and individuals.

Hesed House exists to help churches, organizations and individuals serve their homeless neighbors. Philosophically, volunteers are central to the mission of what we do. As a volunteer-centered organization, Hesed House strives to be as transparent and up-front with new and existing volunteers as we can be.

To that end, you should be aware that we have struggled with a series of tuberculosis cases for some time now. We have been working closely with the Kane County Health Department and the Illinois Department of Public Health to manage the situation. Aspects of the collaborative plan included:

- 1) Individuals identified as having active contagious TB are immediately removed from the shelter so they can receive appropriate medical attention;
- 2) We have developed a volunteer registration system (so we can alert volunteers of developments);
- 3) The Health Department is testing of guests and residents on a continuing basis;
- 4) We are working to remodel Hesed House air handling system to improve the general health of the shelter;
- 5) The Health department is testing all staff and volunteers who spend over eight (8) hours per week at Hesed House.

Here is what we know about the risk of TB to volunteers:

- 1) Transmission of TB disease requires close and prolonged contact in a closed environment. Casual contact with a TB patient is not likely to lead to the transmission of the disease.
- 2) The Health Department, using CDC and WHO guidelines, are recommending testing for any individual who spends more than 8 hours per week at Hesed House. Under those guidelines, we are working with the Health Department to test residents, staff and volunteers who

spend more than 8 hours per week at Hesed House. The Health Department is not recommending testing for "ordinary" monthly volunteers.

To give you some context, according to CDC guidelines, if a person with active, contagious TB is on an airplane ride they do not test other individuals on the airplane unless the trip was over 8 hours, and even then they only test individuals who were within 2 rows of the patient.

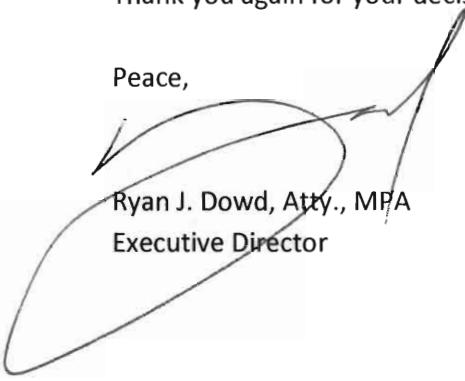
If you spend less than eight hours per week at Hesed House, but are still concerned, the Health Department recommends that you contact your doctor.

It is important that you "sign in" when you volunteer at Hesed House so that we can contact you quickly if we should need to provide you information about this or any other important issue.

If you have any questions relating to TB, please contact the Health Department at (630) 264-7650. If you have any questions relating to Hesed House, my direct line is (630) 914-6424.

Thank you again for your decision to serve your homeless neighbors.

Peace,



Ryan J. Dowd, Atty., MPA
Executive Director