



The Volunteer Process: Please allow at least (2-5 weeks)

4 easy steps:

1. **Inquire about our program** and stress an interest in volunteering. You may want to have in mind what you might be good at (your skills, hobbies, special interest, etc.) Also know that our agency serves ages birth to 21 years and we serve both girls and boys.
2. **Submit an application.** Just like our employees, volunteers are required to fill out an application through the Outreach Department. Volunteers at our agency are not compensated for time, but are paid with love and tenderness from our staff, board, and children. There are three parts to submit for completion:

- I. Personal Filing Information
- II. Contract of Confidentiality
- III. Submission of information to:
 - a. SC Department of Social Services/ Law Enforcement: Criminal History Report
 - b. SC Department of Social Services/Law Enforcement: Central Registry for Child Abuse and Neglect

3. **Volunteer Training** is the next step once all parts of your application are approved. Training is scheduled three times a year or on a one on one basis.

One-on-Ones are ideal for:

- a. **those who cannot commit to 8 hours of week night training**
- b. **those who will not be a regular volunteer (summer volunteers, interns, school projects, etc.)**

The sessions will be scheduled according to the Coordinator's schedule Monday-Friday, from 10am-4pm.

4. **Submission of documentation of freedom of communicable or contagious diseases.**
-a negative TB test should be submitted for our records before any volunteer works directly with our children.

This process does not apply for Large Groups, please contact our office for information on how your organization can go about becoming volunteers!

Helping Hands, Inc.

Date ____/____/____



Volunteer Application

Please check which applies:

Permanent/Regular Volunteer

Temporary

(Intern, Community Service, Summer Volunteer, School/Class Project)

Court Ordered Community Service

PERSONAL INFORMATION

BIRTHDAY ____/____ (MO/DAY)

Last Name	First Name	Preferred Name
Address	City/State/Zip	Email Address
		Check email often? Yes <input type="checkbox"/> No <input type="checkbox"/>
Phone Number (8am-5pm)	Evening Phone Number	Weekends

1. How did you learn about Helping Hands?

2. Do you have any related experience of abuse, abandonment, and/or neglect? Yes No Please explain.

3. What are some of the prevailing attitudes of people regarding victims of abuse, abandonment, and neglect?

4. Why would you like to be a volunteer with Helping Hands, Inc.?

5. Are you a current foster parent or seeking foster licensing? Yes No If yes, please list the county or counties that you are licensed to serve.

6. Do you have any related experience in volunteering with children of abuse, abandonment, and/or neglect? Yes No Please explain.

7. How much time are you willing to dedicate to volunteering at our agency? (I.e. 2 hours, one day a week, etc.)

Please list any other past or present volunteer activities that you are/have been involved with.

Agency or Program	Volunteer Duty Performed

Age Group Preference(s)

Please check which programs you are interested in volunteering with:

<input type="checkbox"/> Nursery (infants/toddlers)	<input type="checkbox"/> School Age (ages 5 - 12) <input type="checkbox"/> Boys <input type="checkbox"/> Girls	<input type="checkbox"/> Teenagers <input type="checkbox"/> Boys <input type="checkbox"/> Girls	<input type="checkbox"/> No Pref.	<input type="checkbox"/> Bungalow (teen mothers)
--	---	--	-----------------------------------	---

Education/Occupation

Circle highest grade completed 9 10 11 12 College/Graduate School (degrees) _____

Current or former occupation _____ Employer _____

Are you a student? Circle Yes or No _____ What school do you attend? _____

Do you have any special education or experience (work-related, volunteer or hobbies) that might apply? (i.e. teacher or fluency with a language other than English) Please state below: _____

Special Skills (non direct)

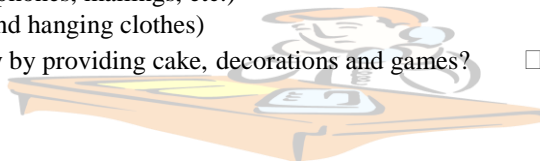
- Sewing
- Sorting Donated Clothing
- Outdoor Work/Landscaping
- Painting
- General Maintenance (installations, painting, patching)
- Special Maintenance (carpentry, concrete)
- Other (specify)

Special Skills (direct service)

- Arts & Crafts (cross stitching, painting, or specify) _____
- Indoor Activities (board games, story telling)
- Outdoor Activities (fishing, swimming, tennis, baseball, or specify) _____
- Music/Voice/ Instrument or specify _____
- Story Telling
- Tutoring (Age group will be assigned upon need) _____

Can you provide support in the following areas?

- Administrative Duty (filing, answering phones, mailings, etc.)
- Clothing Warehouse (sorting, storing, and hanging clothes)
- Would you be willing to sponsor a party by providing cake, decorations and games? Yes No



Please list two (2) references.

Name: _____	Name: _____
Relationship: _____	Relationship: _____
Address _____	Address _____
Telephone: (Home) _____	Telephone: (Home) _____
(other) _____	(other) _____

All of the information provided herein is true. I understand that by applying and completing the attached forms, a criminal background check will be made with the files of the South Carolina Law Enforcement Division (SLED) and The Department of Social Services (DSS) Central Registry. I also understand that as a volunteer I will not be considered an employee and will not be compensated for my services.

Signature Date

For Office Use Only:

Date Received _____ by _____ (initial) Date Trained ____/____/____

Proceed? _____ Yes No

Status: Approved _____ Decline _____ TB Test Results received: Yes No



Helping Hands, Inc.

P.O. Box 503
Aiken, SC 29802

"I never stood as tall as when I bent down to help a child."
Author Unknown

Volunteer Confidentiality Agreement

Volunteer Confidentiality Agreement

In your volunteer work with Helping Hand, Inc. you will have access to information that is considered confidential. The clients that we serve often share personal information about their families and themselves. Because you are bound by state laws regarding confidentiality, you are not permitted to discuss this information or share client identities with anyone. The only exception is reports of suspected child abuse. We are relying on your cooperation in this matter because we consider you a member of our professional team. Failure to observe this policy will result in immediate termination of your services with Helping Hands, Inc.

By signing this agreement, I understand that I am legally and morally bound to maintain strict confidentiality as outlined in the South Carolina Code of Laws, Section 207690.

Signature







Date





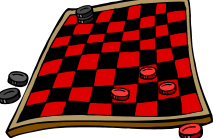



**HELPING
HANDS**

Helping Hands, Inc.

VOLUNTEER OPPORTUNITIES

Volunteer Activity	Volunteer Responsibility	Place	Time(s)
Closet Organizer 	Assist in keeping our donations closet of clothes organized. Sort donations by gender, sizes, seasons, and report on clothing items that are needed.	Clothing Warehouse	Mornings and early afternoons are best Weekends: As needed
TLC for Babies and Toddlers 	Tender, loving care for babies and toddlers: Assist staff with feeding, rocking, holding, interacting	Nursery	Tuesday and Thursday between 8am-12noon
Adopt-a-Room Sponsor 	Adopt-a-Room for a child and add TLC with uplifting wall color, colorful linen, and wall hangings. A doorplate will be placed on the door commemorating your service	All Programs	Weekdays work best Weekends are also available
Story Time Reader 	Bring stories to life by reading to our children	Children under 12	M-F after 5pm or weekends
Music 	If you play an instrument you may play music for our children or teach lessons on how to play an instrument	All Programs	Various
Tutor/Homework Helper 	Assist children or teens with problem subject areas	Development Center	M-Th between 3-7pm

<p>Independent Living Skills Instructor</p> 	<p>Share a special talent, skill, or passion with our children: cooking, sewing, arts& crafts, woodwork, resume writing, sports, etc.</p>	<p>Various</p>	<p>Various</p>
<p>Birthday Sponsor</p> 	<p>Sponsor a party for a child(ren) by facilitating games, and bringing gifts, refreshments, and, cake</p>	<p>Development Center or approved venue of choice</p>	<p>Various Saturday 3-5pm and Sunday 4-6pm work best</p>
<p>Recreational Activity</p> 	<p>Facilitate and support recreational activities like football, basketball, baseball, or other organized group exercises</p>	<p>Various</p>	<p>Various</p>
<p>Holiday Party Sponsor</p> 	<p>Help to get our children in the Holiday Spirit by sponsoring a holiday party.</p>		<p>Seasonal</p>
<p>Game Night Sponsor</p> 	<p>Facilitate the playing of board games, or child-favorites like “Duck Duck Goose”, “Simon Says”, etc</p>	<p>Development Center or approved venue of choice</p>	
<p>Movie Night Sponsor</p> 	<p>Come have Movie Night with our children: Choose a PG-13 or G rated movie and snacks/food of your choice</p>		<p>Various Weekends work best</p>

Contact Volunteer Coordinator & Outreach Advocate, Geneva Wright @ 803-648-3456 ext.110. With your help we can shape brighter futures together!