

VOLUNTEER APPLICATION



Full Name: _____

Date: _____

Spouse/Partner's Full Name: _____

Preferred Name: _____

Mailing Address: _____

Phone: H () _____ - _____

City/State/Zip: _____

W/C: () _____ - _____

Email: _____

DOB: ____/____/____ (Minors must have parent sign waiver)

Employer/Occupation: _____

Religious Affiliation: _____

Other interests or hobbies: _____

How did you learn about Habitat? _____ Have you volunteered with Habitat before? Yes No
If yes, in what capacity? _____

DAYS AND TIMES AVAILABLE:

Monday ____ Tuesday ____ Wednesday ____ All Day ____ Mornings ____

Thursday ____ Friday ____ Saturday ____ Afternoon ____ Evenings ____

I can commit one day a week ____ month ____ occasionally ____

VOLUNTEER OPPORTUNITY AREAS:

HFHTC needs volunteers in a variety of areas and at every skill level. What skills and interests would you like to share with Habitat? Below are opportunities to choose from.

Please indicate your skill level with a 1, 2, 3 or 4 next to areas of interest.

1= Expert *Licensed/worked in field*

3= Some Experience

2= Experienced *Received training in field*

4= New Skill/Willing to Learn/Help

CONSTRUCTION

- | | |
|---------------------------|----------------------|
| ____ Gen. Contractor/Lic. | ____ Sheetrock |
| ____ Site Supervisor | ____ Taping |
| ____ Carpentry | ____ Texturing |
| ____ General Volunteer | ____ Carpeting |
| ____ Electrical | ____ Concrete |
| ____ Plumbing | ____ Painting |
| ____ Roofing/Siding | ____ Pickup/Delivery |
| ____ Heating/Duct Work | ____ Landscaping |
| ____ Other _____ | |

OFFICE

- ____ Word Processing
- ____ Data Entry
- ____ General Office
- ____ Bookkeeping/Accounting
- ____ Web/Graphic Design
- ____ Phone Reception
- ____ Phone Tree
- ____ Handwriting/Calligraphy
- ____ Mass Mailings
- ____ Other _____

ADMINISTRATIVE

- ____ Professional
- ____ Licensed/Certified
- ____ Grant Writing
- ____ Editing of Newsletter
- ____ Video/Photography
- ____ Writing Articles
- ____ Other _____

SPECIAL SKILLS

- ____ Foreign Language:
(Which one?) _____
- ____ Food (Will provide an occasional meal for work crews.)

SPECIAL EVENTS

- ____ Planning/organizing
- ____ Hosting
- ____ Other: _____

If you would be interested in serving on a Habitat committee, please indicate which one(s) to the right.

COMMITTEES

Committee responsibilities are on the back of this form. Check committees of interest.

- | | |
|-----------------------------------|-------------------------|
| ____ Building | ____ Finance |
| ____ Family Selection | ____ Site Selection |
| ____ Partnership | ____ Mortgage Servicing |
| ____ Development/Public Relations | ____ Faith Relations |
| ____ Volunteer Engagement | |

Thanks for your interest in Habitat! All Habitat volunteers are required to attend a Volunteer Orientation Meeting (2nd Monday of each month at 8:30am—location may vary) Questions, www.habitattalbotdorchester.org or 410-820-6186.

Office use only: Date of Orientation ____/____/____

Waiver on File: Yes

No

Date: ____/____/____

I can commit: one day a week ____ one day a month ____ occasionally ____ other _____.

Committees and Responsibilities

Building designs the house plans, determines how to build more efficiently and environmentally, and oversees the building sites. Meeting: 4th Monday of each month.

Family Selection conducts the selection process for the partner families who will buy and live in Habitat houses. It interviews families, evaluates their living situations and makes recommendations to the Board. Meeting: 1st Wednesday of each month.

Partnership assists partner families in the process of becoming a homeowner. They conduct educational workshops, partner with families as mentors, clock sweat equity hours and are the link between families and the office. Meeting: 2nd Thursday of each month.

Development/Public Relations is responsible for fund-raising and building awareness of our mission in Talbot County. It oversees the Foundation Fund (annual giving) and Carpenters Club campaigns, special/major gift solicitations and plans fundraising events. Public Relations initiatives include preparing press releases, arranging all public information presentations, website content management and production of the newsletter. Meeting: 3rd Wednesday of the month.

Volunteer Engagement oversees recruitment, retention, support, and acknowledgement activities for the volunteer corps. Meeting: Date and time is yet to be determined.

Finance oversees the implementation and administration of policies and procedures for handling and accounting for the finances of the corporation. It establishes the budget, makes investment decisions and maintains financial records. Meeting: 3rd Tuesday of the month.

Site Selection makes recommendations for land purchase. Committee members locate sites, assess potential building lots, search deeds, work with local agencies to research properties and make purchase preparations. Meeting: 2nd Tuesday of the month.

Mortgage Servicing prepares/reviews mortgage related settlement costs, collects and accounts for monthly mortgage payments, conducts annual escrow analysis, collects on past due accounts, and maintain live notes. It works with our mortgage servicing company to accomplish these tasks. Meeting: 1st Tuesday of the month.

Faith Relations strengthens and broadens the relationship between Habitat and the faith-based organizations in Talbot County. Meeting: 1st Wednesday of the month.

