



Society of St. Vincent de Paul Volunteer Intake Form

Contact us at: volunteer@svdplz.org

Please print legibly

Name: _____ Gender: ___ Email: _____

Address: _____ Home Phone: _____

City: _____ Zip: _____ Cell Phone: _____

Emergency Contact Name: _____ Emergency Contact Phone: _____

Please circle if you are: St Francis Parishioner [YES / NO] Virtus Compliant [YES / NO]

If you are under the age of 18 in which month and year will you become 18? _____
(MM/YY)

Volunteer Policies and Consent

I understand that volunteering for the Society of St. Vincent de Paul at St. Francis de Sales Parish (hereinafter referred to SVdP) may involve working in conditions that can sometimes include, but are not limited to, lifting, working around equipment, and handling food products including products containing peanuts and tree nuts. I am expected to follow safety rules and all other rules, including those for client confidentiality. I hereby accept and assume full responsibility for any injury I might suffer while volunteering for SVdP.

To ensure the safety of all individuals, you must abide by our age restrictions. **Children age 10 to 14 are allowed to work only during designated youth shifts.** For all other shifts, volunteers must be at least 14 years of age. Some projects may not permit minor volunteers or may require parental supervision.

Volunteers should wear clothing appropriate for their work. The person responsible for your assignment will describe appropriate attire. **For your safety, toeless footwear is NOT permitted.**

Our projects are designed for specific time periods so **volunteers must commit to the entire shift.** If you are going to be late or need to leave early, we ask that you pre-arrange your schedule with the shift supervisor or volunteer coordinator.

For Service Hours:

Time will be credited from the time signed in to the of the end of the shift or actual end time, whichever is greater, as long as you continue working until work is completed. Time will not be granted for hours not worked. (i.e., no IOUs). End of shift is defined as leaving no earlier than 15 minutes before the Volunteer Coordinator signs out.

Service hours are credited for time worked, not for the time you are present. Therefore, time will not be credited for visiting, texting, or any other use of time not related to the service to be performed.

Service hour reports will not be issued if a Volunteer Intake Form is not on file. Requests for service hour reports must be made at least one week in advance. The report will include only credited time based on the time log.

By signing this form, you are affirming the information on it is correct, that you have read the policies regarding volunteering and that you agree to abide by those policies.

Volunteer's Signature

Date

This document and the information in it are provided in confidence, for the sole purpose of the Society of St. Vincent de Paul at St. Francis de Sales Parish, and may not be disclosed to any third party or used for any other purpose without the express written permission of the applicant. **Rev 01-22-2019**