



Memory Café of the Red River Valley

3910 25th St S, Fargo, ND 58104

www.memorycaferrv.org

Volunteer Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email _____

Have you ever been convicted of a crime: Yes No

If yes, explain: _____

Date Available to Start Volunteering: _____

Days Available to Volunteer (please circle all that apply):

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Times of Day Preferred (please circle all that apply): Morning Afternoon

I certify that my answers are true and complete to the best of my knowledge.

Signature _____ Date _____

Office Use Only:

Notes: _____

Approval Date: _____

Denied Date: _____

Volunteer Life Story: What Makes You Unique?

First and Last Name _____

1. How did you learn about Memory Café?
2. In your previous experience, what are some ways you've enjoyed serving while volunteering?
3. Is there anything you enjoy or are passionate about that you might like to share with Memory Café?
(Example: We've had people who love to travel share photos and tell stories about their adventure, another volunteer loves vinyl records and hosts a listening party, we've had someone lead a book club, etc)
4. We have a variety of opportunities to serve within Memory Café. (Weekly, Monthly, Quarterly, Special Occasions Only) What is your availability?
5. We truly depend on our volunteers to run our programs. We ask that you give as much notice as possible if you are unable to serve during your scheduled time. Is this agreeable to you?
6. What would you love for us to know about you?

7. How do you feel appreciated (cards, small gifts, public recognition...)?

8. Circle things you enjoy:

Running Errands

Greeting/Welcoming

Fundraising

Shopping

Office Work/ Clerical Tasks

Coordinating

Organizing

Computer Work/Data Entry

Leading a Class

Cleaning

Decorating

Reception/Answer Phone

Leading Small Groups

Crafting/Craft Projects

Play Musical Instrument

Baking

Playing Games

Teaching

Special Events

Making Phone Calls

Singing

Make/Serve Coffee

Other: _____

9. Is there anything else you'd like to share?

OFFICE USE ONLY:

“Volunteers do not necessarily have the time; they just have the heart.” (Elizabeth Andrew)

“The world is hugged by the faithful arms of volunteers.” (Terri Guillemets)

Memory Café Volunteer Program, Application, and Background Policies

The Volunteer Program

1. Overall Policy on Utilization of Volunteers

The achievement of the goals of Memory Café of the Red River Valley is best served by the active participation of citizens of the community. To this end, Memory Café of the Red River Valley hereinafter referred to as 'the agency' accepts and encourages the involvement of volunteers at all levels of the agency and within all appropriate programs and activities. All are encouraged to assist in the creation of meaningful and productive roles in which volunteers might serve and to assist in recruitment of volunteers from the community.

2. Definition of 'Volunteer'

A 'volunteer' is anyone who without compensation or expectation of compensation beyond reimbursement performs a task at the direction of and on behalf of the agency. A 'volunteer' must be officially accepted and enrolled by the agency prior to performance of the task. Unless specifically stated, volunteers shall not be considered as 'employees' of the agency.

3. Service at the Discretion of the Agency

Memory Café of the Red River Valley accepts the service of all volunteers with the understanding that such service is at the sole discretion of the agency. Volunteers agree that the agency may at any time, for whatever reason, decide to terminate the volunteer's relationship with the agency. The volunteer may at any time, for whatever reason, decide to sever the volunteer's relationship with the agency. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor.

4. Volunteer Rights and Responsibilities

Volunteers are viewed as a valuable resource to Memory Café or the Red River Valley and its members. Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as equal co-workers, the right to effective supervision, the right to full involvement and participation, and the right to recognition for work done. In return, volunteers shall agree to actively perform their duties to the best of their abilities and to remain loyal to the goals and procedures of Memory Café of the Red River Valley. Volunteers shall track and report hours of volunteerism each month to the acting volunteer coordinator.

5. Scope of Volunteer Involvement

Volunteers may be utilized in all programs and activities of Memory Café of the Red River Valley and serve at all levels of skill and decision-making.

6. Absenteeism

Volunteers are expected to perform their duties on a regularly scheduled and timely basis. If expecting to be absent from a scheduled duty, volunteers should inform their Memory Café of the Red River Valley contact as far in advance as possible so that alternative arrangements may be made. Recurring scheduling conflicts may result in termination of our volunteer arrangement.

Initial _____

Employee Volunteer Management Procedures

1. Maintenance of Records

A system of records will be maintained on each volunteer with Memory Café of the Red River Valley, this may include application and dates of service.

2. Two Hat Policy

Members of the board of directors are accepted as direct service volunteers with Memory Café of the Red River Valley.

3. Conflict of Interest

No person who has a conflict of interest with any activity or program of the agency, whether personal, philosophical, or financial shall be accepted or serve as a volunteer with Memory Café of the Red River Valley.

4. Confidentiality

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a staff, volunteer, member, or other person or involves overall Memory Café of the Red River Valley business. Failure to maintain confidentiality may result in termination of the volunteer's relationship with Memory Café of the Red River Valley.

5. Recruitment

Volunteers shall be recruited by Memory Café of the Red River Valley on a pro-active basis, with the intent of broadening and expanding the volunteer involvement of the community. Volunteers shall be recruited without regard to gender, handicap, age, race or other condition. The sole qualification for volunteer recruitment shall be suitability to perform a task on behalf of Memory Café of the Red River Valley. Volunteers may be recruited through either an interest in specific functions or through a general interest in volunteering which will later be matched with a specific function.

6. Orientation

All volunteers will receive a general orientation on the nature and purpose of Memory Café of the Red River Valley, an orientation on the nature and goals of the program or activity for which they are recruited. Volunteers are encouraged to contact the volunteer coordinator with questions or concerns regarding specific duties.

Initial _____