



**children & families of iowa**  
*Restoring hope. Building futures. Changing lives.*

# **Volunteer Application Individual**

Thank you for your interest in volunteering at Children & Families of Iowa (CFI). The information on this form will help us to find the most satisfying and appropriate volunteer opportunity for you.

Please complete this brief application and our volunteer coordinator will contact you soon to discuss opportunities.



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## Volunteer Application for Individuals

Date \_\_\_\_\_

Name (first, middle initial, last) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Work Telephone: \_\_\_\_\_

Emergency Contact Name & Number: \_\_\_\_\_  
\_\_\_\_\_

Are you 18 years of age or older?  Yes  No

Have you volunteered for CFI in the past?  Yes  No

How did you hear about this volunteer opportunity?

- Volunteer fair  Work  
 Newspaper  School/college  
 Word-of-mouth  CFI website  
 Other...please explain: \_\_\_\_\_

Please mark the days and time periods that you are available:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
Afternoon							
Evening							
Weekends							

Additional information regarding your availability: \_\_\_\_\_



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**Done in a day volunteer Interests:**

- Special events                       Painting                       Arts/crafts                       Research/grant-writing  
 Landscaping                       Transportation                       Speaker                       Public relations support  
 Other

**Ongoing program volunteer areas of interest:**

- Maintenance                       Shopper                       Meal preparation  
 Clerical/office assistance                       Tutor/mentor                       Youth Activities: \_\_ages 2-6 \_\_ages 6-12 \_\_ ages 12-18  
 Other:\_\_\_\_\_

**Please specify if you are interested in a specific volunteer position or program:**

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**How often would you like to volunteer?**

- I am interested in volunteering on a regularly scheduled basis.  
 I am interested in volunteering occasionally. Please call me when you need help.  
 I am interested in a one-time volunteer opportunity.

**Current Employment Information:**

Job Title	Employer's Name	Employer's Address	City, State, Zip

**References:** *(please note, not necessary to complete if applying for a one-time volunteer opportunity)*

Name	Email	Phone	Relationship



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### **Background Check**

In an effort to create a safe environment for clients, employees and volunteers, CFI reserves the right to conduct state and federal background checks. Some volunteer and internship positions require that we run a child abuse registry check and/or a criminal records background check. If the position you request requires a background check, you will be asked to fill out the appropriate consent forms. This report is kept confidential.

**Please answer the following:**

Do you have a record of founded child or dependent adult abuse? Yes No

Have you ever been convicted of a crime, in this state or any other state? Yes No

If you answered YES for either, please explain the situation and current disposition of the case:

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### **Volunteer Acknowledgment**

- ❖ I understand that the records and information to which I will have access as a Children & Families of Iowa volunteer are ***confidential and protected by law***. My signature certifies that this information has been explained to me. I agree not to discuss any confidential information including, but not limited to, any description of situations, as well as names of clients, donors, prospects or staff with whom I may work. I understand that even when I am no longer a volunteer for CFI, the information I learned as a volunteer must continue to be kept confidential.
- ❖ I am fully aware that a child abuse and/or public safety check may be conducted on me because of my application for volunteer or internship placement at Children & Families of Iowa.
- ❖ I understand that the agency does **NOT** carry medical insurance covering volunteers and interns.
- ❖ I understand that the agency does **NOT** carry automobile insurance for volunteers and interns vehicles.
- ❖ Volunteers and interns are covered by the agency's liability insurance when they are performing assigned duties.

**My signature below indicates that I have read and understand the acknowledgments listed above and that the information I have given is accurate and complete to the best of my knowledge.**

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**Volunteer or Intern Signature**

**Date**

***Thank you for completing CFI's volunteer application!***

**Please return to the following address:**

**Children & Families of Iowa**

**Attn: Foundation Assistant/Volunteer Coordinator**

**1111 University Avenue ♦ Des Moines IA 50314**

[volunteer@cfiowa.org](mailto:volunteer@cfiowa.org)