



# Volunteer Application

Please return completed application to:

615 Kansas City street, Rapid City, SD 57701

The HOPE Center is a relationship-based project offering basic day services to the homeless and those living in poverty in our community. Our volunteers will receive a volunteer handbook, are offered ongoing training (some required/some elective) and are an integral part of the HOPE Center team. Please prayerfully consider how you would be willing to serve.

FULL NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBERS: \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Work)

EMAIL ADDRESS: \_\_\_\_\_

### SPECIAL SKILLS or QUALIFICATIONS:

Do you have a valid driver's license? \_\_\_\_\_

Are you a student? \_\_\_\_\_ If yes, where and what are you studying? \_\_\_\_\_

Summarize any special skills and qualifications you have acquired through life circumstances, a formal education, from employment, previous volunteer work, or through other activities, including any hobbies or sports.

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### SECURITY:

Are you currently on probation, parole or do you have felony convictions/pending charges? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Will you need your volunteer hours documented for community service purposes? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Please note that answering 'yes' will not automatically exclude you from volunteer opportunities.

**DAYS/HOURS YOU ARE AVAILABLE TO VOLUNTEER:**

Normal HOPE Center hours are Monday - Thursday, 8:00 am-4:00 pm, and Friday, 8:00 am-2:30 pm. Our volunteers make a commitment to work a 4-5 hour shift, one day a week. However, some volunteer opportunities exist outside of these hours. Please write which hours YOU are available next to the day below.

Monday\_\_\_\_\_ Tuesday\_\_\_\_\_ Wednesday\_\_\_\_\_ Thursday\_\_\_\_\_ Friday\_\_\_\_\_

Consistency is very important to our work. It is expected that our volunteers make a long-term commitment to the HOPE Center. However, we are flexible and are able to work around school schedules, snow birds and some seasonal exceptions.

**CURRENT VOLUNTEER OPPORTUNITIES:**

Please check all opportunities that interest YOU.

- \_\_\_\_\_ Reception - greeting visitors, answering phones, sorting mail, office work, etc.
- \_\_\_\_\_ Guest Services - assisting guests with basic services and providing referrals to partner agencies
- \_\_\_\_\_ Building/Grounds/Maintenance - landscaping, minor facility repairs
- \_\_\_\_\_ Outreach Projects - organizing and managing outreach activities, i.e. Movie/Music Evenings
- \_\_\_\_\_ Fundraising - event planning, grant research and writing
- \_\_\_\_\_ Donation Management — organizing donations, making toiletry packs, managing supplies

**REFERENCES:**

Please provide one personal and one professional reference:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_ Years Known: \_\_\_\_\_

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Relationship: \_\_\_\_\_ Years Known: \_\_\_\_\_

**AGREEMENT & SIGNATURE:**

I understand that this application will be reviewed by the HOPE Center staff and if a volunteer position is available I will participate in an interview. If accepted as a volunteer, I will participate in training opportunities as required and as appropriate to the position I am applying for.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_