



Dear Potential Volunteer:

Thanks for your interest in volunteering with the Hays-Caldwell Women's Center. Volunteering is a very rewarding experience, and at HCWC, it's equally exciting!

Our Volunteer Team is absolutely essential to the life of our programs. They are the backbone of our success!

Volunteers at HCWC assist clients with crisis intervention on the phone or in person, provide childcare for clients, help staff with administrative tasks, and assist with fundraising and community events. Volunteers play an invaluable role in educating the community about our mission and services.

The people we serve are vulnerable and their safety is of paramount importance. To address this issue, HCWC screens employees and volunteers by conducting criminal background checks and reference checks. Information obtained is confidential as provided by law and will be used and retained only as authorized by law.

Below is an outline of how the process works, so you'll know what to expect:

- Complete your application and return to HCWC. Your application will be reviewed and an interview scheduled, if appropriate. The interview is a good time to see if your volunteer needs and expectations match up with our agency's needs.
- At the interview, you will receive two reference postcards. These must be returned before you volunteer.
- HCWC will evaluate your application, interview, references, criminal background check, and our agency needs to determine if volunteer placement is appropriate.
- All Volunteers who work directly with clients must attend Advocate Training.
- Advocate Training is scheduled three times each year. Please submit your application several weeks prior to the start dates listed:
 - **Fall – September 2, 2014**
 - **Spring – January 27, 2015**
 - **Summer – June 1, 2015**

If you would like more information about volunteering, please e-mail Kate Shaw, Volunteer Coordinator, at kshaw@hcwc.org or (512) 396-3404, ext. 222.

You may also learn more about us through our website, www.hcwc.org.

Please mail or fax your completed application to:

Attn: Volunteer Coordinator
HCWC
P.O. Box 234
San Marcos, TX 78667
Fax: (512) 353-2018

P.S. Volunteering is a great way to get involved in the struggle to end family and sexual violence. Thanks!



A criminal background check is required for all direct-service positions and may be submitted for others.

Non-direct service volunteers provide support for HCWC but do not work with our clients. You do not have to attend Advocate Training in order to fill the following roles:

- **Administration Volunteer**
Assist in copying, mailing and other office tasks, including filing and database entry.
- **Board of Directors**
Attend monthly meetings, represent HCWC and participate in fundraising.
- **Fundraising/Special Events Volunteer**
Help with our fundraising and special events by greeting guests, soliciting donations, decorating, etc.
- **Landscaping**
Help with basic yard maintenance, such as pruning plants and weeding flowerbeds.
- **Prevention Education Program Volunteer**
Increase student and community awareness about preventing and ending sexual violence through presentations and other creative methods.

Direct-service volunteers provide support for HCWC and may work with our clients or their children. In order to fill this important role, you must attend Advocate Training, a 40-hour course that includes 30 hours of classroom training, plus 10 hours of on-the-job hotline training. Direct-service volunteer roles include:

- **HEARTeam Advocate**
Respond to the hospital in cases of sexual assault or family violence and support the victim's family.
- **HELPLine Advocate**
Answer hotline calls on our 24-hour HELPLine from your home.

Childcare volunteers provide support for HCWC clients by watching their children when the parents come to HCWC for appointments or therapeutic sessions. Childcare volunteers provide supportive and instructive activities for children. In order to fill this important role, you must attend the first four sessions of Advocate Training, which equals twelve hours of instruction on the history and policies of the Center, along with information on domestic violence, sexual assault and child abuse. On-the-job training is provided. include:



Volunteer Application

Today's Date: _____

Name: _____

Address: _____
Street City State Zip

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-Mail: _____

Please circle the best way to contact you weekdays, 9a – 6p? Work Home E-mail Cell

Emergency Contact: _____ Phone: _____

How did you hear about volunteering with HCWC? Check all that apply:

- Special Event / Career Fair TV Radio Newspaper Employer Speaker
 School Our Website Volunteer Match TV Current HCWC Volunteer
 Other: _____

Employer (Retired from): _____ Title: _____

Does your company offer matching funds or contributions for your volunteer service?

- Yes No If yes, who is the contact person?

Name: _____ Phone: _____

Have you previously volunteered or applied for employment with HCWC?

- Yes No

Are you over 18 years of age?

- Yes No

If you're pursuing a degree, which college or university do you attend? _____

Undergraduate major _____ Graduate major (if applicable) _____

Expected graduation date _____

Are you volunteering to fulfill a class requirement or seeking an internship?

Yes No

Why do you want to volunteer at HCWC?

Please summarize your skills and qualifications that you feel could add value to HCWC:

Volunteer experience (include current and previous activities/organizations):

We are looking for volunteers who can commit about 8 hours each month for at least six months. Can you make that time commitment?

What would you like to gain from your experience at HCWC?

Please indicate the times you would be available to volunteer.

(Some volunteer roles are overnight/on-call positions – volunteers select the shifts.)

Weekdays Weekends Evenings Overnight

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9							
10							
11							
12							
1							
2							
3							
4							
5							
6							
7							
8							
9							

Are you bilingual? Yes No

If yes, which language? _____ Speak Read Write

Are you a current or former client of HCWC? Yes No

If you were a former client, please tell us when _____
(If you are currently a client or have been a client, there is a one year waiting period before you are eligible to volunteer.)

Have you ever been convicted for a violation (other than a routine traffic violation, i.e. Class C misdemeanor) or are you currently on deferred adjudication or probation? Yes No
If yes, please list and describe offense and when it occurred:

I hereby affirm that my answers to the foregoing questions are true and correct and that I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably. I understand that any false information submitted in this application may result in my discharge.

Signature of Applicant **Date**

HAYS-CALDWELL WOMEN'S CENTER
Skill Inventory

Please check the skills that you have and would be willing to use as a volunteer for the Women's Center.

- Accounting
- Artistic
- Bilingual
- Career Building
- Carpentry
- Case Management
- Child Care
- Cleaning
- Computer Repair
- Computer Programming
- Copy Machine Operation
- Crisis Intervention
- Data Entry
- Decorating
- Dynamics of DV/SA
- Electrical
- Evaluation/Analysis
- Event Planning
- Facilitating Support Groups
- Filing
- Fundraising
- Gardening
- Heavy Lifting
- Grant Writing
- Graphic Design
- Hair Stylist
- Home Repair
- House Painting
- Influential Community Contacts
- Journalism
- Landscaping
- Legal Advice

- Library Science
- Licensed Counselor
- Listening
- Marketing
- Mentoring
- Microsoft Access
- Microsoft Excel
- Microsoft Publisher
- Microsoft Word
- Microsoft Powerpoint
- Networking
- Organizing
- Parenting
- Phone Skills
- Photography
- Peer Counseling
- Public Service Announcements
- Public Speaking
- Research
- Resume Development
- Sewing/Alterations
- Sorting Donations
- Special Event Planning
- Teaching
- Technical Writing
- Transport Furniture
- Transportation
- Training
- Tutoring
- Typing
- Volunteer Management
- Web Development

List any other skills you would like to use as an HCWC Volunteer:

HAYS-CALDWELL WOMEN'S CENTER
Volunteer Agreement of Confidentiality

The Hays-Caldwell Women's Center is committed to the safety and welfare of its clients. The Center is also committed to the confidentiality of all information regarding its clients as a means of ensuring their safety.

Confidentiality is defined as the assurance that access to information regarding any client shall be strictly controlled, and that any violation of such control shall be a breach of faith. Confidential information shall include but is not limited to:

- Communications, information and observations made by, between or about adult and child clients, staff, volunteers, student interns and board members.
- Addresses of employment, residence and family addresses of clients, staff, volunteers, student interns and board members.
- Names of clients, staff, student interns and volunteers unless the individual provides written permission which is to be approved by the Executive Director.
- Photographs taken of clients, staff or volunteers.

Volunteers must never release confidential information, either over the phone or in person, about the Center and its clients without the express permission of the Executive Director or a designated staff member. This includes release of information to board members, criminal justice personnel, family members, community supporters or other interested parties.

I have read the Center's Agreement of Confidentiality and agree to abide by its conditions of confidentiality. I understand that these conditions apply to me as I serve as a volunteer and continue to be binding on me when I leave the Center, and that a violation may be grounds for termination of volunteer status and possible civil liability.

Signature of Applicant

Date

HAYS-CALDWELL WOMEN'S CENTER
Volunteer Release of Liability

The Hays-Caldwell Women's Center (HCWC) is unable to assume any liability on behalf of volunteers. Please read the following statements releasing HCWC from liability and indicate your understanding by your signature below.

LIABILITY RELEASE

I AGREE to respect the persons, privacy, and possessions of the clients, staff, and volunteers of the Hays-Caldwell Women's Center and to ensure that my children do the same.

I RECOGNIZE that I alone am responsible for my safety and health, the safety and health of my children, and the safety and health of any other persons who might accompany me. I alone am responsible for my (our) possessions. The staff and/or volunteers at HCWC cannot safeguard or be responsible for my children, our possessions, or me.

In respect to the services provided by HCWC to me and to those accompanying me, I UNDERSTAND that HCWC assumes no liability or responsibility whatsoever in connection with the services provided, for any act of omission or commission which might be constituted as negligence; nor for any loss, theft, or injury to persons or property; nor, during any transportation by staff, volunteers, or clients to or from any location; nor for any illness, damage, or inconvenience sustained by me, my children, or others accompanying me.

I AGREE to hold HCWC, its staff, employees, interns, agents, volunteers, contributors, officers, and directors harmless from any and all claims, demands, debts, responsibilities, and/or liability relating to me, my children, or those accompanying me.

By signing below, I certify that I have read and understood the above release of liability.

Signature of Applicant

Date