



Volunteer and/or Board Member Application

www.hopeshousewi.com

General Information:

Name:

Address:

City:	State:	Zip:
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Date of Birth:	Home/Cell Phone:
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Email Address:

Volunteer or Board positions you are interested in:

(Please check one or more of the choices below and star the option that is your top choice.)

Small Groups Facilitator (Training provided) Circle one: Kids or Adults

Small Groups Assistant (Orientation provided)

Volunteer Coordinator

Fundraising Coordinator

Certified Therapy Dog Handler

Other (please clarify: _____)

Board Member - circle each that you're interested in:

President / Vice President / Secretary / Treasurer / Board Member

**Note: All volunteer positions will require a background check. Due to the sensitive nature and unique services provided by Hope's House, some volunteer opportunities will only be eligible to those who are 18 years of age or older.*

Getting to Know You:

Tell us about yourself and why you would like to volunteer or be on the board of Hope's House. If you have specialized education, certifications, or training pertaining to children, please let us know. (Feel free to write on the back or attach another sheet of paper if needed):

If you are comfortable sharing, what is your personal experience with grieving the loss of a family member or close friend? How did the loss affect you and how has your life changed since? What are a few coping techniques that you've found to be most helpful to you? (Feel free to write on the back or attach another sheet of paper if needed):

Do you have a preferred age group that you are especially interested in working with? Have you worked with children of this age before?

Work and Volunteer History:

Please list your current job and any past volunteer experiences you've had:

Company Name	Type of Work/Service	Dates

References:

Please list the names and phone numbers of two people who know you well and can attest to your character, skillset, and dependability. (One should be a relative.) Send reference form to each, with instructions to return completed form to the director.

Name:	Relationship:	Contact information:



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Understanding and Authorization Form

I certify that all the answers on the application and any attachments are true and complete to the best of my knowledge.

I also certify that I have not withheld any pertinent information.

I agree that while considering my application, you may inquire to verify information considering my background.

I specifically authorize you to investigate all statements in this application.

I authorize educational institutions, employers, and references listed above to give you all information concerning my education, employment, and fitness to work with children and young people.

I further agree to release and hold harmless Hope's House and Hope's House employees, volunteers, and board members from any law enforcement agency and from all liability and any damage that may result from furnishing this information to you.

Signature: _____ **Date:** _____

Return to: info@hopeshousewi.com

-----[OFFICE USE ONLY]-----

Personal References Checked: #1 _____ #2 _____

Criminal Background Check Sent: _____ Date Sent: _____ Confirmed: _____

Volunteer has been: Accepted _____ Denied/Notified: _____

Volunteer First In-Person Meeting and Orientation Time/Date: _____

Volunteer Training Completed: _____ (confidentiality/commitment/handbook)

Agreements Reviewed and Signed: _____



Mission

Hope's House is a nonprofit organization that provides a FREE, fun, and safe place for grieving children to gather. The company will provide trained facilitators, as well as partner with other schools and programs to offer education, healing, training, support, and coping resources to children (and families) who have suffered a loss in their lives.

General Board Member and Volunteer Expectations

- Advance the mission of the organization
 - As a face of the cause, should be expected to use efforts and abilities to promote the Hope's House core mission.
- Accountability
 - Follow through on assignments and support the overall program initiatives.
- Honesty & Confidentiality
 - Treat all members and families of Hope's House with respect and keep all discussions confidential.
- ****Board Member Terms**
 - Board Members will serve a two-year term and be eligible for re-appointment for two additional terms.
- ****Attend board meetings**
 - Must attend a minimum of 2 board meetings per year.
 - Contribution, participation, and engagement is a must. Must be able to make decisions and stay focused on goals.

***specific to board members*

Board Member Roles & Responsibilities

President

- **Qualities:** An approachable, passionate, and objective leader that is strategic and strongly knowledgeable about Hope's House.
- **Responsibilities:**
 - Creates an agenda in collaboration with the Executive Director for board meetings
 - Serves as the contact for board issues
 - Sets goals and objectives with the board and ensures they are met
 - Holds members accountable for attending meetings
 - May assist with some Executive Director responsibilities as needed

Vice President

- **Qualities:** Similar attributes of the President, this role must be a self-driven individual with strong leadership qualities.
- **Responsibilities:**
 - Works closely with the President to learn about the organization and operations as well as assists with their duties as needed
 - Serves on committees as requested to learn the operations of the board
 - Fulfills the board President's duties when the President is absent or if the role becomes vacant

Secretary

- **Qualities:** Detail-oriented individual with strong communication and organization skills.
- **Responsibilities:**
 - Assures that an agenda has been prepared by the board President or Executive Director in advance to the meeting
 - Prepares and posts the official minutes of the meeting and records discussions and decisions
 - Schedules and notifies board members of upcoming meetings
 - Holds board members accountable for their tasks

Treasurer

- **Qualities:** Highly trusted and responsible for producing financial statements and handling the organizations funds. Experience in bookkeeping or accounting preferred.
- **Responsibilities:**
 - Reconciles bank accounts and produces financial statements, which are presented at board meetings
 - Ensures tax-related documents and legal forms are filed on time, such as documents required to maintain the organizations tax-exempt status
 - Assists with preparing the annual budget and presents it to board for approval
 - Reviews the annual audit and answers board member questions
 - Familiar with QuickBooks or a quick learner

Board Member

- **Qualities:** Motivated and excited individual committed to the Hope's House mission and vision.
- **Responsibilities:**
 - Strong participation during board meetings
 - Decision rights to vote for or against activities or processes reviewed by the board
 - Fulfill secretary duties if the secretary is absent or if the role becomes vacant

Volunteer Roles & Responsibilities

Kids or Adult Group Facilitator

- **Qualities:** Motivated and excited team player committed to the Hope's House mission and vision. Strong facilitator and communication skills desired.
- **Responsibilities:**
 - Keep all involved in the activity or conversation, while remaining neutral.
 - Facilitate and/or coordinate a facilitator schedule for adult group nights (Adult group)
 - Reserve meeting place for sessions (Adult group)
 - Schedule and communicate the adult group night details to volunteers and attendees (Adult group)
 - Provide overviews of group nights activities to volunteers prior to each session
 - Remain confidential

Small Group Assistant

- **Qualities:** Motivated and excited individuals committed to the Hope's House mission and vision. Experience in working with children preferred but not required.
- **Responsibilities:**
 - Assist during group nights, monthly packets, and fundraising activities
 - Help generate ideas and preparation of activities
 - All volunteers have the option to attend board meetings
 - Support the Volunteer and Fundraising Coordinators as needed

Volunteer Coordinator

- **Qualities:** Motivated and excited team player committed to the Hope's House mission and vision. Strong communication and organization skills desired.
- **Responsibilities:**
 - Create and maintain training material for volunteers
 - Facilitate training for new and existing volunteers
 - Ensure all new volunteers have attended training prior to attending a group night session
 - Work with various volunteer organizations that help with volunteer recruiting
 - Coordinate and maintain volunteer schedule for in-person session and/or monthly mailed packets

Fundraising Coordinator

- **Qualities:** Motivated and excited team player committed to the Hope's House mission and vision. Strong communication and organization skills desired.
- **Responsibilities:**
 - Plan and lead yearly fundraising activities and meetings
 - Research and collaborate with other Hope's House members on fundraising ideas and determine which to present to the board
 - Manage a budget for the fundraisers and communicate with treasurer on expenses
 - Coordinate and lead volunteers during the fundraiser activities, clearly assigning tasks and responsibilities to execute a success event