



## **Catholic Social Services of Montgomery**

4455 Narrow Lane Road  
Montgomery, Alabama 36116  
(334) 288-8890

Welcome Volunteers:

Catholic Social Services wishes to thank you in advance for your willingness to serve our community. We look forward to adding you to our dedicated team of volunteers. We realize that there are other organizations that you could choose and we are truly grateful that you chose Catholic Social Services of Montgomery.

We need people like you to donate time, energy, and experience in a variety of areas, including food packing, reception, thrift store, and more. We believe that together we will be able to help many families and elderly in our community not only meet essential daily needs but work toward a brighter future with programs in Direct Aid, Legal Immigration, Thrift Store, and St. Margaret's Services for the Elderly.

Our volunteers are vital to our success and appreciate all that they do here at Catholic Social Services of Montgomery. We hope that you will find this opportunity worthwhile, enjoyable and meaningful.

Thank you for your commitment to Catholic Social Services of Montgomery.

Sincerely,

Eileen L. Harris  
CSS Montgomery Director

# Volunteer Information

## Personal Information:

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

Address: \_\_\_\_\_  
\_\_\_\_\_

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

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Social Security #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

State & Driver's License #: \_\_\_\_\_  
Proof of insurance & valid DL required for transportation individuals if approved the Director

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

Emergency Contact Name: \_\_\_\_\_

Emergency Contact's Phone #: \_\_\_\_\_

Preferred Contact (Please Circle One):      Phone      Cell      Email

## Volunteer History:

Please list the last three (3) volunteer activities:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Personal Information:

1. Have you ever been charged with, arrested for, or convicted of a crime other than a minor traffic violation? \_\_\_\_\_
2. Have you ever been the subject of investigation involving an allegation of sexual abuse? \_\_\_\_\_
3. Has a civil or criminal complaint ever been filed against you alleging physical or sexual abuse? \_\_\_\_\_

If you answered yes to any of the previous questions, please explain further:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

References:

Please list three (3) non-family members, who are familiar with your character:

- 1. Name: \_\_\_\_\_ Employer: \_\_\_\_\_  
Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_
- 2. Name: \_\_\_\_\_ Employer: \_\_\_\_\_  
Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_
- 3. Name: \_\_\_\_\_ Employer: \_\_\_\_\_  
Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Personal Interests & Preferences:

- 1. What languages do you speak, write, or read in other than English? \_\_\_\_\_
- 2. Do you have any physical restrictions that could limit your ability? \_\_\_\_\_

Desired Schedule:

I am available:

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

*Circle your interests:*

- Thrift Store
- St. Margaret's Services\*
- Immigration\*\*
- Direct Aid

\*If you will be transporting people or moving/hauling goods for CSS of Montgomery, proof of insurance and a valid driver's license will be needed along with approval from the Director of CSS Montgomery.

\*\* Preference of individuals who are bilingual and proficient in word processing applications.

**Please sign attached list of specific volunteer opportunities available within each service provided by CSS of Montgomery. Thank you.**

By signing this application, I am applying for registration as a volunteer with Catholic Social Services of Montgomery. I agree to comply with the policies, rules, and regulations of Catholic Social Services. I affirm that the information I have provided is true and correct to the best of my knowledge.

Name of Volunteer Applicant Written: \_\_\_\_\_

\_\_\_\_\_  
Signature of Volunteer Applicant

\_\_\_\_\_  
Date

Catholic Social Services of Montgomery is a United Way Member Agency. We are an organized expression of the Church's concern for social justice and wellbeing. Though we are "Catholic Social Services" our care and concern extends to *all* regardless of race, creed, color, or religion.

**VOLUNTEER CODE OF ETHICS**

As a volunteer I will:

- Promise to be dependable and if I am unable to keep my commitment, I will notify the appropriate person;
- Respect confidential information;
- Understand the need for and accept diversity in the workplace
- Accept the policies and procedures of the agency;
- Freely share information with my supervisor or volunteer coordinator;
- Be a liaison between the agency and the community;
- Be respectful of supervisors or volunteer coordinators;
- Be respectful to clients or patrons of CSS;
- Represent Catholic Social Services of Montgomery by acting professional and friendly manner.

As a volunteer I can expect:

- To be treated as a co-worker with respect and appreciation;
- An appropriate job assignment;
- To learn about various services of CSS;
- To receive adequate training, supervision, and recognition;
- To freely share information with my supervisor.

Initial on all three lines below:

_____	I understand that my services to CSS of Montgomery are on a voluntary basis and I am not entitled to nor shall I receive any compensation of employee benefits of any kind.
_____	I understand that one of the most important aspects of CSS is confidentiality of information pertaining to clients, employees, volunteers, and donors of CSS and that the aforementioned are entitled to the utmost regard and respect. I will not disclose any information specifically, but not limited to, names or relationships of clients, employees, volunteers, or donors.
_____	I understand that all volunteers MUST complete Child Protection Training as required by the Archdiocese of Mobile before I can be an active volunteer.

Name of Volunteer Applicant Written: \_\_\_\_\_

\_\_\_\_\_  
Signature of Volunteer Applicant

\_\_\_\_\_  
Date

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# Volunteer Opportunities

Please check the jobs that you are interested in volunteering for:

## Thrift Store:

1. Sorting, categorizing, and pricing of all donated items. \_\_\_\_\_
2. Assisting with delivery, pick-ups and/or drop offs of large items. \_\_\_\_\_
3. Working in the Thrift Store. \_\_\_\_\_

## St. Margaret's Services:

1. Packing food & personal item bags. *2 days per week* \_\_\_\_\_
2. Delivery of bags to 1 of 5 routes. *Once a Month* \_\_\_\_\_

## Legal Immigration:

1. Answer phones during Office Hours. \_\_\_\_\_
2. Assist Immigration Specialist with immigration process. \_\_\_\_\_  
*Bilingual person(s) preferred.*

## Direct Aid:

1. Answer phones on Friday's & assist Program Supervisor and Secretary. \_\_\_\_\_
2. Pack Food Bags. \_\_\_\_\_

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## Statement of Confidentiality

One of the most important aspects of Catholic Social Services of Montgomery (CSS) is a confidentiality of information pertaining to clients, employees, volunteers, and donors of CSS, as well as agency information. Careful attention to the individual's right to privacy is required by CSS and professional standards. Maintaining the confidentiality of the clients, employees, volunteers, and donors of CSS is essential for the protection of the agency, clients, employees, donors, and volunteers.

I understand that the clients, employees, volunteers and donors of CSS are entitled to the utmost regard and respect. I will therefore conduct myself in a friendly and professional manner at all times with the well-being and privacy of the individual in mind during all personal interactions. Without a signed release or permission from the respective individual, I will not release the name of a client, employee, volunteer or donor nor discuss any incident encountered or observed at an agency program except to authorized said members or other agencies as required by law. This is to include any and all incidents and/or statements of sexual or physical abuse of minors and any incidents and/or statements indicating suicidal or homicidal intentions, except as required by law.

Maintaining agency information as confidential is vital to the agency, as well as a matter of professionalism. I agree that any agency information which is not made public will be kept confidential, unless I am specifically given permission by management to release such information.

My signature below indicates that I have read, understand, and agree to abide by Catholic Social Services of Montgomery's Statement of Confidentiality as outlined above.

\_\_\_\_\_  
Signature of Volunteer Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Volunteer Coordinator

\_\_\_\_\_  
Date