

DATE: _____
ID CODE: _____
POSITION: _____

VOLUNTEER APPLICATION

Name: _____ **DOB:** _____
 (First, Last) (Date of Birth)

Address: _____

City/State/Zip _____

Cell Phone: (____) ____ - ____ **Other Phone:** (____) ____ - ____

Employer: _____

Employer's Address: _____

Admin Office
 807 West 5th Street
 Greenville, NC
 27834
 252-752-9083

Tutoring Site
 308 Truman Street
 Greenville, NC
 27834

Renee Arrington,
 Founder & Director
 252-531-8764

Melissa Arrington,
 Volunteer
 Coordinator
 252-717-8745

Operation Hours: M-F 2:30-6:30 p.m.

What day(s) & time(s) will you volunteer?

Can you volunteer Saturdays for special projects? If yes, what time? _____

Please circle your area of interest(s).

Tutor/Mentor, Recreation, Nutrition/Fitness,

Boy Scouts, Girl Scouts, Spanish, Music, Dance,

Health/Science, Computers, Community Outreach,

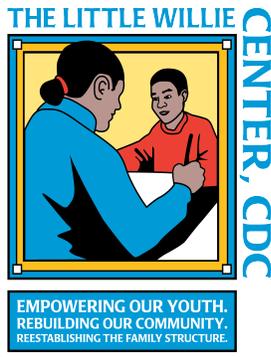
Food Pantry, Meal Prep, Housekeeping, Transportation,

Office/Clerical Duties, Research, Fundraising, Projects,

Recruiting/Marketing & Organizational Development

Email Address: _____

*Suffer little children, and forbid them not to come unto me.
 Matthew 19:14*



References: Please refer someone that knows you or have worked with you. No relatives. Examples could be ECU Student Volunteer Service Learning Center, Friend, Pastor, and or Instructor may be used.

Reference 1
Name: _____ **Day Phone :**(____)____ - _____
Address: _____

Reference 2
Name: _____ **Day Phone :**(____)____ - _____
Address: _____

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Reference 3
Name: _____ **Day Phone :**(____)____ - _____
Address: _____

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What are your special skills, hobbies or interests?

Renee Arrington,
 Founder & Director
 252-531-8764

Where did you hear about The Little Willie Center?

Melissa Arrington,
 Volunteer
 Coordinator
 252-717-8745

Why are you volunteering?

Everything I have filled out on this application is accurate to the best of my knowledge. I will inform the Volunteer Coordinator if there are any changes on this application.

Signature: _____ **Date:** _____

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 Matthew 19:14*

Interview Questions

As a volunteer of the Little Willie Center we ask that you answer these questions in complete sentences. These responses will be viewed by the staff of the Little Willie Center and will be kept on file with your application.

- 1) How do you feel about volunteering and interacting in a Christian base environment?
- 2) What makes you an asset to our organization?
- 3) What would you gain from volunteering other than credit for your course or service learning status?
- 4) How would you treat a youth that is non-attentive or isn't on task?
- 5) How would you handle constructive criticism for staff or peers?
- 6) How would you handle an argument between you and another volunteer?
- 7) What could you instill in our youth ages 3-17 years of age?
- 8) Will you be able to suggest possible improvements of The Little Willie Center?
- 9) What can The Little Willie Center do to bring out the best in you?

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Matthew 19:14*

Volunteer Rules and Regulations

The Little Willie Center Community Development Corporation

Tutoring and Mentoring Site:

Living Faith Prophetic Ministries
308 Truman Street
Greenville, NC 27834

As a Volunteer:

1. All volunteers are informed during orientation that this is a Christian base youth organization. NO volunteer will be forced to engage in any religious activity (only by choice) however we do ask for your respect during these activities.
2. If a volunteer damages Center property accidentally or deliberately, that volunteer is responsible for replacing or repairing the damaged item.
3. If you have any comments, problems, concerns, or new ideas please report them to Volunteer Coordinator. The Little Willie Center is always open for ways to improve and enhance the program. We will be glad to sit down with you and discuss your thoughts or concerns.
4. No soliciting can be done in the name of the Little Willie Center by anyone, unless it has been authorized by the Board of Directors. Anyone doing so will be prosecuted to the fullest extent of the law.
5. Please know that we understand that classes run long, you have tests in your courses, you have major assignments in your courses, buses are late, and you may be sick at times. Please call in to Volunteer Coordinator to inform them your situation so they will not expect you to tutor and mentor on that day. Contact us a day ahead if you will not be able to volunteer on your scheduled time.
6. No text messaging and talking on cell phones during volunteer time. We do ask that all volunteers have their pagers or cell phones on vibrate. This will help eliminate any distractions while you are tutoring etc. **EMERGENCIES ONLY!**
7. If you know you're going to be late or absent please call and inform volunteer coordinator as soon as possible. 252-717-8745 or 252-531-8764
8. Doing your personal homework assignments and or reading is not allowed while tutoring or supervising during recreation. Volunteers must be focused at all times on their student or task.

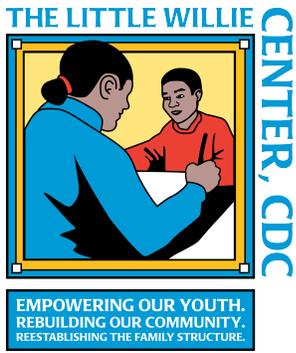
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Matthew 19:14*

While Volunteering:

1. Please be on time when you are scheduled to come in to volunteer.
2. Be professional at all times. If you need help with any situation always report to any staff member of our organization if the Volunteer Coordinator is unavailable.
3. If you are supervising students during recreational time, remember no horse playing will be tolerated with children or other volunteers. Volunteers are asked to be an example!
4. Volunteers are asked not to eat or drink while tutoring.
5. During your tutoring time we ask that you stay on the premises at all times and leave only at your scheduled time to leave.
6. As adult volunteers, you should not bring any company (friends, relatives) to the center during volunteer hours for any reason. Personal business should be conducted outside of the center's hours. If they are interested in volunteering with our organization they are to call or email the Volunteer Coordinator. If you have an emergency we ask that you let us know.
7. Fighting is not permitted. If a volunteer fight or misbehaves they will be asked to leave the program and not to return. If there are any discrepancies or conflicts we ask that you report to staff if the issue can not be resolved positively.
8. Rock and roll, rap, jazz, blues, or country music is not to be played in the Center or in the van. If music is played, it must be Gospel or other Christian music. No adult should be listening to a walkman, radio, or I Pods during tutoring or other lecture-typed activities.
9. No cursing will be permitted for any reason. Any adult volunteer using profanity will be warned if it happens again they will be asked to leave the program.
10. Anyone who smokes must refrain from doing so while participating in Center activities or Center's Property.
11. Any adult volunteer who comes to the Center under the influence will not be allowed on the premises anymore.

***If any questions we ask you to direct them towards the director of the program. We thank you for your cooperation.

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I have read and understood all the rules and regulations as a volunteer here at The Little Willies Center Community Development Corporation. I agree to abide by the rules to the best of my ability. I also understand that there will be consequences if the rules and regulations are broken.

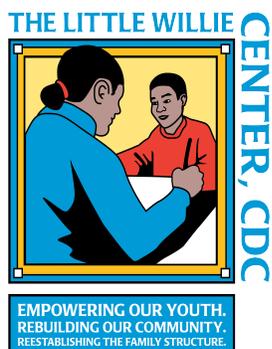
Print Name:

Signature:

Date:

Rules and Regulations Contract

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Institution/Organization Name:

Course/Class Name:

Instructor/ Contact Name:

How many hours are you required to have? _____

When are your hours due?

The Volunteer Coordinator will need you to be sure that this information is accurate and updated at all times. This information is only necessary so that the Volunteer Coordinator can send you a letter and or time sheet to be sure you get your required hours by the due date.

Print Name:

Signature:

Date:

Volunteer Hours Information Sheet

*Suffer little children, and forbid them not to come unto me.
Matthew 19:14*

Volunteer Commitment Agreement

Beginning _____

Ending _____

- | | Yes | No |
|---|-----|-----|
| 1.) I will volunteer accordingly to page 1 of this application | ___ | ___ |
| 2.) I will inform the Volunteer Coordinator if I can't be there on my scheduled day to volunteer. | ___ | ___ |
| 3.) I am responsible for making sure I notify the V.C. about my required hours for my Institution/Organization. | ___ | ___ |
| 4.) It is my responsibility to make up any time that I miss. | ___ | ___ |
| 5.) I am responsible for my time-sheet at all times. | ___ | ___ |
| 6.) I will adhere to the, rules, ID code and dress code at all times. | ___ | ___ |

I, _____, understand that these qualifications/requirements are crucial to my role as a volunteer at The Little Willie Center Community Development Corporation. If one or all requirements are not met, that would be reason for my termination as a volunteer in this program, unless otherwise which would be up to the discretion of the Director, Renee Arrington.

Volunteer	Date	Volunteer Coordinator	Date
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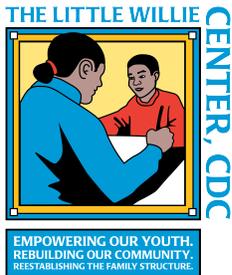
Office Use Only

Volunteer did have concerns regarding commitment agreement. Yes No

Volunteer did not have concerns regarding commitment agreement. Yes No

Comments:

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Little Willie Center Community Development Corporation

Tutoring and Mentoring Site:
 Living Faith Prophetic Ministries
 308 Truman Street
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 252-531-8764

ID Code Policy

As a volunteer I, _____ understand that it is unethical to share my Volunteer Id Code for any reason especially to someone other than myself to sign me in or out. I also understand that it is unethical to sign someone else in or out using their Id Code. **If I am caught abusing this Id Code Policy I will not be credited any volunteer time that I have contributed as well as all parties involved and will be documented.** I understand that it is my responsibility to keep my Id Code confidential.

If I ever forgot to log in/out it is my responsibility to immediately notify the Volunteer Coordinator of the error so our records can be updated by a staff member. **If 24 hours has passed I understand that I will not be credited any volunteer time that I contributed since that sign in time and date.** By this, I understand that I have to sign in and out using my selected Id Code every day that I volunteer at The Little Willie Center Community Development Corporation.

I will notify the Volunteer Coordinator when I need a time sheet, verification letter or recommendation letter within 3-7 days of pick up date. By signing the below I understand this entire Id Code Policy will be effective upon my signature and the recorded date indefinitely. If I have any questions or concerns related to this Id Code Policy I will consult the Volunteer Coordinator of The Little Willie Center Community Development Corporation before signing. Please sign and date on the line provided:

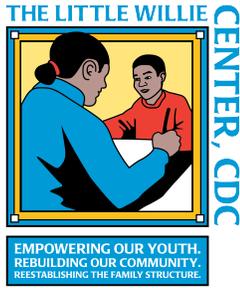
Volunteer	Date	Volunteer Coordinator	Date
Office Use Only			

Volunteer did have concerns regarding this Id Code Policy. Yes No

Volunteer did not have concerns regarding this Id Code Policy. Yes No

Comments:

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Dress Code Policy

The following code of dress is the implemented by staff, volunteers and youth of The Little Willie Center Community Development Corporation. Our staff and Volunteers are eminent professionals and this should be exemplified in every area. We must always keep in mind that our youth should be tutored and mentored without any distractions from us. The youth of the center must also follow the same code of dress showing respect for themselves as well as others.

Dress Code:

1. No revealing clothing that exposes cleavage, breast or buttocks.
2. No bikini shorts.
3. No tank tops.
4. No halter top.
5. No extra tight jeans, dresses, skirts, or pants.
6. No clothing with obscene wording, cursing, slogans gestures or pictures.

I _____, a volunteer of The Little Willie Center Community Development Corporation will adhere to the above dress code while volunteering at all times. I understand that I will be asked to leave the organization on any day that I violate any part of this dress code. I was informed during orientation that I will not get any volunteer credit if I am asked to leave the center. I am aware that I will be allowed to return when I am dressed appropriately. If I have any questions concerning this code I will ask the Volunteer Coordinator before signing and dating this policy.

Volunteer	Date	Volunteer Coordinator	Date
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Office Use Only

Volunteer did have concerns regarding this Dress Code Policy. Yes No
 Volunteer did not have concerns regarding this Dress Code Policy. Yes No

Comments:

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