Volunteer Application Packet

Hands of Hope Northwest, Inc. · Nampa, Idaho

Dear Volunteer Candidate,

Thank you for your interest in volunteering with Hands of Hope Northwest. Volunteers are the heart of this ministry. Together we collect, sort, pack and ship donated medical supplies and equipment to developing countries around the world, and we lend medical equipment to neighbors here at home who need it for a short time.

All of our ministry is done in the name and love of Christ. We believe that by providing for the poor and needy we are fulfilling one of the commandments of our Lord and opening the way for the gospel to be preached.

As you read through this packet, please pray that God will show both you and Hands of Hope Northwest His will regarding your involvement. If you feel led to serve with us, please complete the application and return it to us.

In His service,

Todd Durbin
Executive Director

How to apply

1. Fill in pages 2 to 4. You can type right into this PDF, or print it and write.
2. Email it to **info@handsofhopenw.org**, or bring it to 1201 S. Powerline Rd., Nampa.
3. We'll contact you to schedule your first shift.

> **Volunteer hours:** Monday through Friday, 9 AM to 1 PM. Watch our calendar at handsofhopenw.org/calendar for closures and special volunteer hours.

In this packet

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5 · Volunteer Safety

Volunteer Application

Please print clearly or type into this form.

About you

Full name _____ Date _____

Email _____ Mobile phone _____

Address _____ City, State, ZIP _____

☐ I am under 18. A parent or guardian must fill in this line and sign pages 3 and 4.

Parent/guardian name _____ Phone _____

Parent/guardian email _____

How did you hear about volunteering with us?

☐ Friend or family ☐ Church ☐ Website ☐ Social media ☐ School or community program

☐ Other _____

Background

☐ Retired ☐ Student School _____

☐ Employed Occupation _____ ☐ Other

Have you volunteered with a nonprofit before? Where? _____

Skills or experience you'd like to share (medical, equipment repair, office, languages, anything):

Do you need your volunteer hours documented (school, scholarship or another program)? ☐ Yes ☐ No

Availability

Days (9 AM to 1 PM): ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri

How often: ☐ Weekly ☐ A few times a month ☐ Now and then

Areas of interest are on the next page.

Volunteer Application

Continued

Areas of interest

Check as many as you like. Many volunteers try a few areas before finding their favorite.

- ☐ Sorting donations
- ☐ Repairing equipment
- ☐ Loading trucks
- ☐ Facility maintenance
- ☐ Spreading the word
- ☐ Training new volunteers
- ☐ Make and donate (sewing, crafts)
- ☐ Counting and packing
- ☐ Equipment checks
- ☐ Picking up donations
- ☐ Staffing events
- ☐ Prayer
- ☐ Laundry (take home)
- ☐ Publicity and graphic design
- ☐ Front desk
- ☐ Data entry
- ☐ Filling supply requests
- ☐ Fundraising
- ☐ Newsletter mailings
- ☐ Volunteer treats
- ☐ Information technology

☐ Other _____

Interested in serving on our Board of Directors? Ask for the separate board application, or find it on our Volunteer page.

Agreement

I affirm that the information in this application is true and correct, and that I have read the Volunteer Safety page.

_____ _____

Volunteer signature — Date

_____ _____

Parent/guardian signature (if under 18) — Date

Photo and video release

Hands of Hope Northwest likes to share photos and video of volunteers at work in its newsletters, brochures, website and social media.

☐ Yes, you may use photos and video of me. ☐ No, please don't use my image.

_____ _____

Volunteer signature (parent/guardian if under 18) — Date

Office use only: MM System: _____ BR Site: _____

Emergency and Medical Information

Confidential: kept in your volunteer file and used only in a medical emergency.

If you have a medical emergency while volunteering, this information helps the people treating you. Please answer every question.

Volunteer name _____ Mobile phone _____

Who should we call?

Emergency contact 1

Name _____ Relationship _____

Mobile phone _____ Other phone _____

Emergency contact 2

Name _____ Relationship _____

Mobile phone _____ Other phone _____

Medical information

Do you have any known allergies, including to medications? ☐ Yes ☐ No

If yes, please list them:

Do you have any medical conditions we should know about in an emergency? ☐ Yes ☐ No

If yes, please describe:

Anything else we should know or do in an emergency (for example, contact your pastor)?

I give Hands of Hope Northwest permission, in a medical emergency, to share this information with the medical personnel treating me.

_____ _____

Volunteer signature Date

_____ _____

Parent/guardian signature (if under 18) Date

Volunteer Safety

Please read before your first shift. This page is yours to keep.

Volunteering at Hands of Hope often means bending, lifting and carrying boxes and equipment. These few habits keep everyone injury-free.

Lifting the right way

- **Ask for help.** Don't lift anything awkward or heavier than 20 pounds by yourself.
- **Plant your feet.** Stand close to the load with your feet shoulder-width apart on firm footing.
- **Bend your knees, not your back.** Keep your back straight, bend at the knees and hips, tighten your stomach muscles and lift with your legs in one smooth motion. Don't jerk the load up.
- **Hug the load.** Hold it close to your body with your arms bent.
- **Turn with your feet.** Stand fully upright and step to turn; don't twist your back.
- **From a table,** slide the item to the edge first so you can hold it close before you lift.
- **Walk slowly** with small steps, and set the load down the same way you picked it up: feet planted, knees bent, back straight.

Reaching overhead

- Avoid lifting heavy items above waist level.
- Get as close to the item as you can, judge its weight before you move it, and use both hands.

If something happens

> Tell a staff member right away about any injury, however small, or anything that looks unsafe.

Thank you for serving with us. We're glad you're here.

Hands of Hope Northwest, Inc. · 1201 S. Powerline Rd., Nampa, ID 83686 · (208) 461-1473 · info@handsofhopenw.org