



VOLUNTEER APPLICATION

General Information

Dr. Mr. Mrs. Ms.	Last Name:	First Name:	Middle:
Preferred Name:		Birth date: / /	

Street Address:		Apt #:
City:	State:	Zip:
Home Phone:	Work Phone:	Cell Phone:
E-Mail:		

Person to Notify in Case of Emergency

Last Name:	First Name:	Relation:
Street Address:		Apt #:
City:	State:	Zip:
Home Phone:	Work Phone:	Cell Phone:
E-Mail:		

How did you hear about Gramatan Village?

What types of volunteer opportunities interest you? Check all that apply.

Transportation – (subject to license and insurance check)

Volunteer drivers provide door-to-door transportation and are needed for regularly scheduled and periodic trips. When appropriate, the volunteer driver will assist the member to and from the front door of his or her home, and help carry packages. Trip destinations typically include:

- ❖ **Medical appointments**
- ❖ **Grocery stores**
- ❖ **Social and educational events**

In-Home Assistance & Other Helpful Services

Many routine activities become difficult or impossible for members as they grow older, and help with what were once simple household chores can mean the difference between a day of frustration and one of accomplishment. Volunteers can help with tasks such as those listed below. Services provided by volunteers may include:

- ❖ **Changing light bulbs or replacing smoke detector batteries**
- ❖ **Helping with seasonal decorations**
- ❖ **Gardening**
- ❖ **Providing technical support for computers, cell phones, and televisions**
- ❖ **Running errands**
- ❖ **Grocery shopping**
- ❖ **Friendly calls & visits**

Social and Cultural Programming

To live their lives to the fullest, members need opportunities to participate in a variety of social, cultural, and educational activities. We sponsor and recommend many programs, lectures, and other events each month. Our Program Committee helps to arrange trips to museums, lectures and workshops, luncheons, and other activities based on members' shared interests. We need volunteers who want to:

- ❖ **Serve on planning committees**
- ❖ **Research new programs and activities**
- ❖ **Assist at large events**
- ❖ **Identify potential speakers for educational programs**
- ❖ **Host activities and events in your home**
- ❖ **Accompany a member on a special outing**

Office Support

Gramatan Village welcomes volunteers with administrative and clerical experience. We also need friendly, helpful volunteers to talk to members by phone regarding services and activities. Office volunteer assignments may include:

- ❖ **Contacting members to inform/remind them of upcoming events**
- ❖ **Handling mailings to members**
- ❖ **Processing forms and papers**

- ❖ **Data entry**
- ❖ **Special projects**

Gramatan Village also welcomes volunteers with professional expertise in marketing, social media networking and website design. These volunteers can help us with:

- **Writing content for the e-newsletter**
- **Upload photos to and update content on web site**
- **Post announcements and articles and other content on Gramatan Village's social media outlets (Facebook, Twitter)**
- **Write press releases/articles on Gramatan Village activities**

YOUR TALENTS: TELL US WHAT YOU CAN OFFER

Availability

Times	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Morning (8a-12p)						
Afternoon (12p-5p)						
Evening (5p-10p)						

When are you not available?

List of Personal and/or Work References

Name:	Phone:	Email	Relationship

Volunteer & Confidentiality Agreement/Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. As an Gramatan Village volunteer, I will agree to the following: 1) I will offer my time without monetary compensation 2) I agree to conform to all of the Gramatan Village procedures and regulations 3) I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my dismissal 4) I authorize Gramatan Village to contact my references 5) I agree to indemnify Gramatan Village against and hold it harmless from all loss and expense arising out of any act, neglect or fault on my part. Finally, as a Village volunteer I understand it is imperative to protect the confidentiality of all information pertaining to any Village member, non-member or other volunteer or client associated with Gramatan Village, including any unauthorized possession, use, copying, reading or disclosure of applicable records, ledgers or files.

Name (please print): _____ Date: _____

Signature: _____

Your signature indicates your agreement to adhere to these responsibilities if placed as a volunteer. Gramatan Village is not obligated to provide a placement, nor are you obligated to accept the position offered. The information you have submitted will not be given to any other parties without your permission.

Volunteer Reference Check

A volunteer reference check is required for all Gramatan Village volunteers and staff. We keep this information secure.

FOR OFFICE USE ONLY

References Checked : _____ By : _____

Volunteer start date: _____ Neon Entry: _____

85 Pondfield Road Bronxville, NY 10708

Telephone: 914-337-1338

Website: www.gramatanvillage.org

Email: info@gramatanvillage.org
