

Perennial Park - Hillsdale County Senior Services Center, Inc.  
320 West Bacon, Hillsdale, Michigan 49242  
(517) 437-2422 or (800) 479-3348 Fax (517) 437-0870

## Volunteer Intake

Month/Date/Year \_\_\_\_\_

Program Volunteering For \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Initial

Maiden or Previously Used Names \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_ Race \_\_\_\_\_

Date of Birth (mm/dd/yyyy) \_\_\_\_\_ Sex \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Exp. Date \_\_\_\_\_

Auto Insurance:

Company \_\_\_\_\_

Policy Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Receive Mileage Reimbursement \_\_\_\_\_yes \_\_\_\_\_no

Emergency Contact:

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

As a prospective volunteer of Hillsdale County Senior Services Center, I understand it is the Center's policy to secure conviction criminal history information as part of the pre-volunteer placement screening process using the information provided above.

**I UNDERSTAND THAT THE ABOVE INFORMATION IS REQUIRED BY THE CENTRAL RECORDS DIVISION OF THE MICHIGAN STATE POLICE, LANSING, MICHIGAN. I AUTHORIZE HILLSDALE COUNTY SENIOR SERVICES CENTER TO UTILIZE THE ABOVE INFORMATION FOR THE SOLE PURPOSE OF OBTAINING A CONVICTION-ONLY CRIMINAL HISTORY FILE SEARCH.**

\_\_\_\_\_  
SIGNATURE OF VOLUNTEER

\_\_\_\_\_  
DATE

## Volunteer Application Continued

Please list any skills:

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### Areas of Interest (Please Check all that Apply)

#### **Food Service:**

- Preparation: preparing food for the dining room, home delivered meals, and special events.
- Wait Staff: setting tables for cafeteria or other food events, serving beverages and clearing tables
- Dish Washer: keeping the dishes shiny clean

#### **Legacy Club (Adult Day Care):**

- Participant Companion: assisting participants with games, small group discussions, field trips, exercise, and musical activities. The volunteer helper also helps with lunchtime and is willing to sing, dance, paint, and laugh with Legacy Club members.

#### **Office/Clerical:**

- Office Help: helping with light duties such as filing, copying, answering phones, etc.

#### **Driving:**

- Home Delivered Meals Driver: delivering meals to homebound adults. Please mark what area \_\_\_\_\_ Hillsdale (City) \_\_\_\_\_ Somerset Center \_\_\_\_\_ Waldron \_\_\_\_\_ Jonesville \_\_\_\_\_ Litchfield \_\_\_\_\_ North Adams \_\_\_\_\_
- Volunteer Transportation Driver: transporting frail and elder adults to non-emergency medical appointments. Retired drivers who like to share life stories with others are given priority. Mileage reimbursement is available.

#### **Miscellaneous:**

- Instructor: teaching a class about something that you enjoy.
- Set-up/Take-down: occasional setting up chairs and tables and helping in other ways to make our events successful
- Maintenance: sweeping, vacuuming, and mopping

# Volunteer Application Continued

How many hours would you like to volunteer? \_\_\_\_\_ (circle one) **week** **month**

Please list the times that you are available to volunteer.

Monday	Tuesday	Wednesday	Thursday	Friday

### For Office Use Only

Background Check Completed: **yes** **no**

Date Completed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Contacted: \_\_\_\_/\_\_\_\_/\_\_\_\_      \_\_\_\_\_ Initials

Follow Up Date \_\_\_\_/\_\_\_\_/\_\_\_\_      \_\_\_\_\_ Initials

Date Entered In Computer \_\_\_\_/\_\_\_\_/\_\_\_\_      \_\_\_\_\_ Initials