



Welcome to Kate's Club!

Thank you for your interest in Kate's Club! We are excited to have you become a part of the Kate's Club volunteer family!

After your entire volunteer packet is received and reviewed, we will contact you to discuss volunteer opportunities and schedule you for our next available volunteer training. Please note that partial application packets will not be reviewed until all required contents are submitted. Completed applications take typically up to one month to process.

Volunteer Application Checklist

The following items must be included to complete your volunteer packet:

- Completed and signed application**
- Copy of your driver license or photo ID**
- Two letters of reference (professional and/or personal, but no family members)**
- Signed authorization for consent to personal records**

Kate's Club is responsible for maintaining the confidentiality of your file and for processing all background check information.

If you have any questions regarding our volunteer policy or the application and orientation process, please feel free to contact Kate's Club at volunteer@katesclub.org or by phone at 404-347-7619.

Please remit complete application packet to:

Kate's Club
PO Box 11805 Atlanta, GA 30324

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Volunteer Form

Personal Information

First Name: _____ M.I.: _____ Last Name: _____
Address: _____
Apt. _____ City: _____ Zip Code: _____
Main Phone: (____) _____ Alternate Phone: (____) _____
Email (1st): _____ Email (2nd): _____
Birth date: _____ Age: _____ Female _____ Male _____
Marital Status (circle one): Single Married Separated Widowed Divorced
Ethnicity (circle one): White Black Hispanic Asian/Pacific Islander Other(_____)

Employer Information

Company: _____
Title/Occupation: _____
Work Phone (____) _____ Ext _____
Fax (____) _____
Address: _____
City: _____ Zip Code: _____ Email: _____

Emergency Contact

Name: _____ Relationship: _____
Address: _____
Main Phone: (____) _____ Alternate Phone: (____) _____

Education/Training

School/City

Major

Years/Degree

High School/GED:

College/Other:

Work Experience:

Volunteer Experience

Organization

Duties

Year

Background Information

In the past 5 years, have you ever been convicted of any crime other than a **minor** traffic violation?

If yes, please explain:

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Personal References – Two completed reference forms are required.

You need (2) two references & contact information for individuals who know you well (professional or personal but no family members)

1. Name _____ Occupation _____
Mailing Address _____ City/State _____ Zip _____
Home Phone (_____) _____ Work Phone (_____) _____

2. Name _____ Occupation _____
Mailing Address _____ City/State _____ Zip _____
Home Phone (_____) _____ Work Phone (_____) _____

Kate's Club Volunteer Information

(please attach an additional piece of paper to respond as needed)

How did you hear about Kate's Club? _____

Do you have any talents, interests, training, and/or skills that you are willing to offer?

Tell us about your previous experience working with children: _____

Tell us why you want to volunteer for Kate's Club: _____

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Tell us about your hobbies and special interests: _____

Do you have a personal loss that you feel comfortable telling us about? _____

Area of Interest (please mark all applicable areas)

- Buddy Interest (*Orientation and Additional Trainings required*)
**Includes summer camp volunteers*
- Clubhouse Assistance (*clerical and administrative assistance*)
- Marketing & Outreach Committee
- Fundraising Committee
- Kate's Club Cabaret Committee (signature fundraising event)
- Other (please describe)

Additional Comments _____

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I hereby certify that all of the answers given by me on this application are true to the best of my knowledge. I authorize Kate's Club to write or telephone my references, whom I have listed on this application for the purpose of acquiring reference information from them, and I release Kate's Club and anyone releasing this information to Kate's Club for any liability based on such release. I understand that volunteer positions are assigned as determined appropriate by Kate's Club based on the availability of an appropriate assignment. I understand that Kate's Club reserves the right to deny approval of my application at their discretion.

As a volunteer applicant of Kate's Club, I agree to:

- Hold as absolutely confidential all information which I may obtain directly or indirectly concerning clients, staff, volunteers or donors.
- Donate my services without expectation of compensation or future employment, for humanitarian and charitable reasons.
- A background check and providing two references.
- Hold Kate's Club, its board, staff, clients, affiliates or volunteers harmless from any liability for expenses for medical treatment or compensation for any injury I may incur arising out of and in the course of my participation in the volunteer activities of Kate's Club. I understand that volunteers do not receive workers' compensation insurance, health benefits, or accident insurance.
- Waive for myself, my heirs, personal representatives, administrators and assigns any and all claims for damages which I may have or that may hereafter accrue to me by reason of my participation in the volunteer programs of Kate's Club.

Signature _____

Date _____

Name _____

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Consent to Personal Records Release

PLEASE PRINT ALL REQUESTED INFORMATION

Name: _____
Last First Middle

Other Names Used: _____

Current Address: _____

City/State/ZIP Code: _____

Social Security #: _____ **Date of Birth*:** _____

Kate's Club is requesting your social security number (SSN) in order to expedite this check. Your SSN will not be disclosed to anyone outside of Kate's Club except as mandated by law. Your DOB is being requested in order to obtain accurate retrieval of records.

Driver's License # _____ **State of Issue:** _____

In connection with my volunteerism at Kate's Club, I hereby authorize ChoicePoint to conduct a security background check on me. I understand that this security check may cover information such as criminal history, education and employment, sanctions/exclusions, and professional licensure/certifications. I understand that this background check may include information from previous employers relating to my work experience. I hereby release Kate's Club, its board of directors and employees, as well as ChoicePoint and its employees, from all liability resulting from the furnishing of this information to Kate's Club. I certify that the statements made by me on this form are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that this background check will be used for the eligibility and qualification of my volunteering and that this release authorizes subsequent background checks by Kate's Club. I understand that any false statements made herein could void my consideration for volunteering.

Signature: _____ **Date:** _____

With few exceptions, you are entitled (at your request) to be informed about the information Kate's Club collects about you.

This section to be completed by Kate's Clu

Position: _____

Request Date: _____

Results Date: _____

Approved: ____ Yes ____ No

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Personal Reference Form

The following is the letter and reference form for you to provide to your personal reference (no family members). Please print and copy the letter and form to give to your reference. Have them submit the form directly to Kate's Club on your behalf. Please remember that your application packet is not considered complete until the entire application and reference forms are received.

Submit completed reference forms to:

**Kate's Club
Attn: Volunteers
P.O. Box 11805
Atlanta, GA 30355**

Please remit complete application packet to:

Kate's Club
PO Box 11805 Atlanta, GA 30324

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Dear Reference,

Kate's Club is a non-profit 501c3 organization based in Atlanta committed to empowering children and teens facing life after the death of a parent or sibling.

Kate's Club creates a network of support focused on enabling kids to reach their full potential through involvement in the Atlanta community.

Our families have suffered a loss in their lives; therefore, it is extremely important that we carefully screen all of our potential volunteers. Volunteers can potentially have a powerful effect on a child's life. Please be aware of the crucial role your recommendation plays in our efforts to appropriately screen all potential volunteers.

Please provide as accurate a description of the applicant as possible. It is our goal to place our volunteers in roles that are mutually beneficial to both the families and volunteers. Please complete the attached reference form and submit it to:

Kate's Club
Attn: Volunteers
PO Box 11805
Atlanta, GA 30355

If you have any questions or concerns, please feel free to contact me at any time. Thank you for your time and assistance.

Sincerely,
Kate's Club

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Reference Check

Name of Prospective Volunteer: _____

Name of Reference: _____

Address of Reference: _____

Phone Number of Reference: _____

Place of Employment of Reference (if applicable): _____

Job Title of Reference: _____

1. **In what capacity and for how long have you known this individual?** _____

2. **How reliable is this individual?** _____

3. **Describe the character of this individual.** _____

4. **Have you observed this individual with children/adolescents? How would you describe the interactions?** _____

5. **What do you consider this individual's major strengths?** _____

6. **Do you know of any characteristics of this person which could adversely effect his/her ability to act as a positive role model for a child?.** _____

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7. How would you rate this individual's ability to follow through on a commitment? _____

8. Would you have any concerns with this individual spending unmonitored time with a child or adolescent? _____

9. Any additional information that you would like to give us regarding this individual would be greatly appreciated. Please feel free to attach additional paper as necessary. _____

I certify that the information on this reference check is correct to the best of my knowledge. I have read the attached cover letter and realize that this information is being obtained to assess the application of a Kate's Club volunteer.

Signature: _____

Date: _____

This reference is NOT to be returned to the applicant. Please return the completed reference check to:

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Atlanta, GA 30355***

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