

A WIDER CIRCLE

A unique, holistic approach to ending poverty

Neighbor-to-Neighbor Volunteer Information Sheet

Thank you for volunteering with A Wider Circle's Neighbor-to-Neighbor Program! Like all of our programs, the success of Neighbor-to-Neighbor depends largely upon volunteers like you.

Every day, A Wider Circle receives hundreds of phone calls from families that are living without the basic need items that many of us take for granted: beds, dressers, kitchen tables etc. By collecting furniture and home goods from local donors, we are able to furnish the homes of families moving out of homeless shelters, displaced by tragic circumstances or other low income situations. Your help today allows us to serve more of our neighbors in need.

As you work today, please keep the following guidelines in mind:

- **Please be respectful and courteous to all people at all times. When you are here, remember that you represent A Wider Circle. This means not engaging in potential offensive behavior including cursing, horseplay and wearing clothes that are potentially offensive.**
- **Communication should be professional at all times. Everyone is here to serve and help others, and that should be the spirit of every interaction – with donors, clients, and other volunteers.**
- **Slow down! Rushing to unpack and move items causes injury to people and furniture.**
- **Remember to lift items properly (with your knees, not your back), and to take breaks when you need them.**
- **Be kind to the floor and walls. Please do not drag furniture as it may scuff or damage the floor. Maneuvering items can be tricky; please be patient and plan accordingly.**
- **Please do not fill empty shelves with items that don't belong there. If there is no space in the designated area, please ask a staff member for assistance.**
- **If a piece of furniture is taken apart, please tape together and label all of the pieces. Disassembled and unlabeled items are not selected by our clients and are eventually trashed.**
- **Remember, you are not expected to be an expert. If you are uncertain of anything, please ask a staff member, intern, or an experienced volunteer for help.**

Again, thank you for taking your time to help others through A Wider Circle!

I have read these statements and by initialing below, I agree to adhere to these guidelines.

Initials

Date

Neighbor-to-Neighbor Volunteer Waiver

_____ I understand that volunteering with the Neighbor-to-Neighbor Program poses the risk of accident, injury, death, and property damage, and, therefore, volunteers are required to follow the instructions of A Wider Circle staff and interns at all times. Volunteers may be asked to carry heavy items, work in areas with low vertical clearance, operate vehicles, and perform other tasks that can be considered dangerous. By signing this form, I verify that I understand that I am exposing myself or my child to accident, injury, death, and property damage through volunteering with the Neighbor-to-Neighbor Program.

_____ I understand that illegal use of a controlled substance will not be tolerated. Any volunteer possessing or using a controlled substance will be required to immediately leave the premises.

_____ I agree that A Wider Circle may take photographs of myself or my child and use these images to promote the purposes of A Wider Circle with no compensation due to me.

_____ I have disclosed any pertinent information regarding any criminal background, and understand fully that A Wider Circle has a zero tolerance policy for drugs, alcohol, sexual harassment, criminal activity and unprofessional communication while you are associated with the organization

_____ I have read and initialed the volunteer information sheet.

I shall at all times indemnify, defend, and save A Wider Circle and its agents harmless from, any and all damages, losses, claims, including claims and actions relating to injury to or death of any person or damage to property, demands, suits, recoveries, costs and expenses, court costs, attorney fees, and all other obligations by or to third parties, arising out of or resulting from participation in A Wider Circle's aforementioned activity, except in cases of gross negligence or intentional wrongdoing by A Wider Circle or its agent.

Signature of Volunteer or Parent/Legal Guardian if under 18

Date

Name: _____

Address: _____

Phone Number: _____

Email: _____

Please do not add me to your list serve:

How did you hear about A Wider Circle? _____

Have you signed up for Montgomery County's PLEDGE 25? yes no

Would you be interested in: putting up fliers in your neighborhood or town

driving or riding on a truck to pick-up donations for families

inviting someone from A Wider Circle to speak at your school, church, workplace or social group

getting involved in other ways

Please check the box that corresponds to your age: 5-12 13-17 18-25 26-49 50-64 65+

In the event of an emergency, the following person should be contacted:

Name of contact (print)

Relationship

Phone

Parental Consent (for volunteers under 18 unaccompanied by an adult):

_____ has my permission to participate in this A Wider Circle event.

Name of volunteer

Signature of Parent/Legal Guardian

Date