



"reflecting Christ by serving those who serve others"

Volunteer Application

Thank you for your interest in volunteering for City on a Hill. Please complete this form and return to: COAH Att: Gary Ellens 100 S. Pine #175 Zeeland, MI 49464. We will review your information and contact you with opportunities that match our needs with your interest, skills and availability.

Note: All volunteers under 14 must be accompanied by an adult. Check with Café for exceptions.

PERSONAL INFORMATION

Date: _____

Name:	Phone:
Address:	Cell phone:
City/State/Zip	Under 14? _____ If yes, adult supervisor: _____
Email: (if checked regularly)	Emergency contact name / number

AREA(S) OF INTEREST:

Grounds: Plant Care _____ Landscaping (weeding, raking, tree trimming, etc.) _____

Facility: Cleaning Common areas _____ Painting _____ Special Projects _____

Administrative: Data entry _____ Mailings _____ Information Desk _____

Misc: Event Room setup _____ Event Room Cleanup _____

Availability: Regular _____ Occasional _____ On call _____ Special Projects _____

NOTE: If you are interested in serving in the Café, please contact them directly. (748-6005)

EXPERIENCE: List 2 Previous Volunteer / Work Experience with Contact Information

Organization	Contact Person	Phone number
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- - - - PART B - - - -

EXPECTATIONS

Volunteers are expected to:

- make our guest / visitors feel welcomed and valued, serving them cheerfully.
- show respect and kindness to the other volunteers and be willing to help each other if needed.
- maintain the confidences of any personal and / or overheard conversations.
- be on time and stay for your entire shift and if necessary to leave, check-out with Staff.
- let staff know as far ahead of time as possible if unable to serve scheduled shift.
- support the mission and goals of City on a Hill.
- update any address, emergency or other personal information on this form.

AGREEMENT

By my signature, I acknowledge that I:

- will abide by the expectations stated above
- release City on a Hill from any and all liability for any injury, loss or damage to person or property that may occur during the course of my involvement at City on a Hill.
- give permission for any photos taken of me at COAH to be used in their promotions.

Signature date

If volunteer is under 18, a parent or guardian signature is also required to signify permission is given to minor to volunteer and is in agreement to the above statements.

Parent/Guardian Signature (relationship) Date

OFFICE:
Volunteer start date: _____
Entered in data base _____ Name tag: _____
Comments: _____