

FOR STAFF USE ONLY:

Date Received _____ Date Orientation Completed _____ Staff Initials _____



VOLUNTEER APPLICATION

Fill out completely. Please type or print.

Date	
------	--

CONTACT INFORMATION

Date of Birth	
Preferred Salutation	Mr. Ms. Mrs. Miss Other:
First Name	
Last Name	
Nickname?	
Mailing Address (Street)	
Mailing Address (City, State, Zip)	
Please check the one or more you prefer us to use.	
<input type="checkbox"/> Home Number	
<input type="checkbox"/> Work Number	
<input type="checkbox"/> Mobile Number	
<input type="checkbox"/> Email Address	

VOLUNTEERING WITH US

All volunteers will automatically receive emails about the latest volunteer opportunities and upcoming events at Hollywood HEART.

HOW DID YOU HEAR ABOUT US?

<input type="checkbox"/> Individual <input type="checkbox"/> Social Media <input type="checkbox"/> Company/Organization <input type="checkbox"/> Website <input type="checkbox"/> Other	
Please name source.	

CURRENT EMPLOYER

Company Name	
Start Date	
Title/Position	
Duties/Responsibilities	

SKILLS/TRAINING/EXPERIENCE

Education	
Child Care/Working with Middle School or High School Age Youth	
Film/Television – Technical or Creative Arts	
Visual Arts/Graphic Design/Photography	
Languages Spoken (In addition to English)	
Office/Computer	
PR/Publicity/Social Media	
Website Management	
Other Arts Experience	

OTHER VOLUNTEER WORK

What other organizations have you volunteered for and in what capacity?	
Organization 1	
Organization 2	

EMERGENCY CONTACT INFORMATION

First Name	
Last Name	
Relationship	
Home Number	
Work Number	
Cell Number	

VOLUNTEER POLICIES

Please read the volunteer policies below and sign below.

- Always follow “three’s company” - never be alone with a participant. Instead invite another participant or adult to come with you. For example, if a participant asks you to go with him or her to grab a snack, ask someone else to join you. This rule is for your protection and the protection of our participants.
- Please dress appropriately - remember you will be around children and teens.
- Act appropriately. Remember this is a kid-centered environment (avoid foul language, inappropriate displays of affection, constant use of your cell phone, smoking, etc.).
- The best attitude to have is that of a camp counselor. Have fun, get the job done, and be helpful. If you find yourself idle, please feel free to ask what you can do to be of assistance. However, due to the nature of our programming there may be periods where there is a lull in the activities.
- Please do not ask participants personal questions (self, family, friends, and school) as participants may not want to open up about their difficulties. However, if a participant talks to you about personal issues, it is fine to listen.
- While working with us, you may learn certain facts or other information about clients, staff, and other volunteers that is of a highly personal and confidential nature. Please be respectful of this and do not disclose any confidential information (except as stated below).

- If a participant brings up issues about abuse or neglect you must report it to a staff member.
- Do not solicit participant contact information. If a participant wants to remain in contact with you, she or he must make the initial contact. However, while you cannot take their email address, phone number, or ask to Friend them on Facebook, you may give them your contact information if they request it and you are comfortable with them having it.
- If there are any disciplinary issues with the kids, please notify a staff member.
- Remember that this is a process-driven program...while the end result does matter, what matters more is that the kids grow and have fun!
- Background checks are required for volunteers who work more than four hours at Camp Hollywood HEART.

I have reviewed the policies above and agree to follow them if selected to volunteer with Hollywood HEART.	Your Signature
--	-----------------------

NOW WHAT? Please submit your completed application as soon as possible using the options below. You will be contacted once your application is received so that we can set-up a volunteer orientation.

By Mail	By FAX	By Email
Hollywood HEART 301 East Colorado Blvd., Suite 430 Pasadena, CA 91101	626-440-0136	info@hollywoodheart.org

Thank you for your interest in working with Hollywood HEART!