



AHA Volunteer Application Form

Version 7/20/2016

Thank you for your interest in volunteer opportunities with At Home in Alexandria (AHA). As a volunteer-based, nonprofit organization, we are grateful for the invaluable support of our many generous and skilled volunteers.

To apply to become a volunteer, please complete and sign this application, which will help us better understand your skills and interests. We will later ask you to consent to undergo a confidential background check.

After completing this application, please mail it to:

**AHA Volunteer Liaison
3139 Mt. Vernon Ave
Alexandria, VA 22305**

After we receive your application, our Volunteer Liaison will contact you to schedule a “get acquainted” meeting to further discuss our volunteer programs, policies, and procedures, as well as your skills and preferences, to ensure we make a good fit.

Later you will receive detailed instructions for submitting your background check information. Such checks of law enforcement records are reassuring to members, are required by insurers, will be conducted by recommended providers and the results protected by privacy agreement. You will be notified once the background check is complete and approved.

If you have further questions about volunteer opportunities with At Home in Alexandria (AHA), please call our office at (703) 231-0824.

We look forward to adding you to our roster of skilled and dedicated volunteers.

Thank you.

Volunteer Information

Name:	Prefix	First	Last	
Address:	Street		City, State	Zip
Contact Information:	Email	Home Phone	Cell Phone	Other (Please specify)
Best time to contact:	Weekdays _____	Evenings _____	Weekends _____	
Emergency Contact:	Name		Phone	
Volunteer Availability	7-10am	10-1pm	1-4pm	4-7pm
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Other availability comments				

Agreement and Signature:

I am applying to volunteer with At Home in Alexandria, and agree to comply with all pertinent policies, procedures, and program guidelines. I understand that I will not be able to perform any volunteer services until I have successfully completed the required background check and I have been accepted as an approved volunteer by the Executive Director, Office Manager and/or the Volunteer Liaison of At Home in Alexandria.

Signature _____ Date _____

Interest Area (Check all that apply)	Comments
<i>MEMBER SERVICES</i>	
○ Driver (to/from appointments, meetings, grocery store, pharmacy, cleaners)	
○ Home Maintenance: small repairs, change light bulbs, flip mattresses, move small items, assess repairs and make recommendations	
○ Technology Assistance: computers/laptops, printers, cell phones, thermostats, small appliances	
○ Organization/Decluttering: manage checkbook, help with organizing office files and/or kitchen cabinets, assist with downsizing and clutter reduction	
○ Personal Connections: check-in calls, friendly visits, reading aloud, help with hobbies, playing games	
○ Errands: grocery shopping, pick up prescriptions/dry cleaning	
○ In-Home Convenience: occasional help in the home due to brief absences or incapacity - water plants, pet care, mail pickup	
○ Outdoor Services: gardening help and/or advice, snow and leaf removal, pruning bushes, pulling weeds/cleanup	
<i>COMMITTEE SUPPORT</i>	
○ Membership: developing strategies for recruiting and retaining AHA members; conducting recruitment efforts, enrolling and welcoming new members including conducting home-visits; conducting activities designed to retain members; advising on members services, benefits, member categories and membership cancellation policies.	
○ Volunteer: developing strategies for recruiting and retaining AHA volunteers; participating in events that identify potential volunteers and encourage their participation in AHA; developing policies and manuals for volunteers; providing training and guidance on volunteer services; developing and implementing ways to recognize volunteers.	
○ Programs/Events/Social/Cultural: planning, developing, organizing and promoting programs to engage members, encourage sociability and build community feeling; encouraging members to initiate activities and providing assistance to them.	

<ul style="list-style-type: none"> ○ Development: promoting AHA to potential members and volunteers; promoting AHA-sponsored events through writing, graphic design, and media relations; creating and executing a public relations campaign; helping coordinate, write, edit, synthesize and prepare documents that explain policies and procedures; preparing Newsletters; developing website content. 	
<ul style="list-style-type: none"> ○ Finance: overseeing finances and budget for AHA; developing annual budget; developing long-range financial plans; reviewing fiscal procedures; overseeing financial compliance and review; reporting regularly to the Board on financial matters affecting AHA. 	
<ul style="list-style-type: none"> ○ Governance: ensuring the Board guides AHA towards fulfillment of its mission and goals including ongoing review and recommendations to develop and enhance the effectiveness of the Board; paying attention to Board composition, identifying and cultivating potential Board members; orienting new Board members; considering and reviewing issues and, where appropriate, recommending action to the Board. 	
OFFICE SUPPORT/OTHER	
<ul style="list-style-type: none"> ○ Administration: data entry; assisting with events and mailings; organizing meetings; answering phones, filing, creating information packets, etc.) either in the AHA office or at your own home. 	
<ul style="list-style-type: none"> ○ Quality Assurance Follow-up: Contacting members to survey their experience(s) with AHA services provided by both Volunteers and other service providers. 	
<ul style="list-style-type: none"> ○ Web site: developing and maintaining AHA's website. 	
<ul style="list-style-type: none"> ○ Medical Advocacy (must be trained in accordance with applicable HIPAA regulations as medical advocates): Preparing members for visits to their regular doctors or to the hospital for an operation; accompanying a member to a medical appointment, ask questions and take notes, and review pertinent information and instructions with the member. 	
<ul style="list-style-type: none"> ○ Special Skills or Interests: 	