



Child Advocacy
The Link for Families!

525 N. State St., Suite 4 | Alma, MI 48801
Phone 989.463.1422 | Fax 989.466.2140

www.linkforfamilies.org

Greetings Potential Volunteer

Thank you for inquiring about our Agency. Attached is a copy of our current volunteer application and a list of possible opportunities for you to review. Our basic application guidelines include the following:

Appointment: Once you have completed the application, please return it to our agency via mail (525 N. State St. Suite 4, Alma, MI 48801) by fax (989.466.2140 Attn: Staci Bigelow) or email (Staci@linkforfamilies.org). Once I receive your application; I will contact you to set up an interview. During the interview we will discuss the various opportunities here at Child Advocacy and try to utilize your talents in the best possible way.

Background Check: Child Advocacy requires a Central Registry background check, criminal background check, and a State/National sex offender check before completing any time with the agency.

Confidentiality Agreement: Each volunteer must commit to keeping information confidential. A signed Agreement of Confidentiality must be signed and maintained on file.

****Candidates for regular volunteer opportunities should be 18 years of age or older.**

It is the philosophy of Child Advocacy to treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity.

We have great volunteer opportunities and a wonderful staff to work with you! We appreciate your willingness to give your valuable time and talents. Please contact me with any questions you may have.

Sincerely,

Staci Bigelow
Event and Volunteer Coordinator
Staci@linkforfamilies.org



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Volunteer Positions and Duties

Facility Volunteer:

Assists with office cleaning, organization, stocking and maintaining office supplies, and other tasks as assigned. This volunteer service can be on-going or on an as needed basis.

Community Volunteer:

Any person and/or group that provides service through donations, fund raising, or time spent doing a one-time project. This may include such things as clothing/blanket drive, donation collection, contacting sponsors, mailing donor letters, etc.

Office Volunteer:

Assists with answering phones, filing, welcoming visitors, directing families to appropriate areas, making copies and packet preparation, shredding confidential documents, and other tasks as assigned.

Event Volunteer:

We have annual events that require many volunteers. Each has a separate list of tasks and timelines to follow in preparation for the event. Each event may also require soliciting donations and sponsorships, organizing volunteers and activities, and staff preparation meetings.

Child Advocacy also holds Foster Parent Support group, Parenting Classes, Training Seminars, and Informational Community Meetings pertaining to each particular program associated with the agency.

CAC Volunteer:

CAC Volunteers assist with supervising and conducting activities (reading, puzzles, coloring/art, and games) with children who visit the CAC. Assist with child care/activities during victim and non-offending caregiver support groups unique to the CAC or in coordination with other Child Advocacy programs, support CAC operations including preparation of victim/non-offending caregiver resource packets, and case file content. Assist with overall CAC prep prior to and after family visits.



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Volunteer Application

Today's Date:

Date Available:

Name:

Date of Birth:

Home Phone:

Cell Phone:

Work Phone:

Email:

Current Address:

How did you hear about this volunteer opportunity?

Please circle the days and times you are available to volunteer:

| | | | |
|------------|------------|------------|------------|
| Monday: | 9:00-12:00 | 12:00-3:00 | after 5:00 |
| Tuesday: | 9:00-12:00 | 12:00-3:00 | after 5:00 |
| Wednesday: | 9:00-12:00 | 12:00-3:00 | after 5:00 |
| Thursday: | 9:00-12:00 | 12:00-3:00 | after 5:00 |
| Friday: | 9:00-12:00 | 12:00-3:00 | after 5:00 |

Please check the volunteer opportunities you are interested in?

Facility Volunteer

Community Volunteer

Office Volunteer

Event Volunteer

CAC Volunteer



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Employment:

Name of most recent employer: _____

Address: _____

Supervisor's name: _____ Telephone: _____

May we contact this employer? Yes _____ No _____

Dates employed: From _____ To _____

Title/Position: _____

Job Duties: _____

Other work experience: _____

Please list any previous experience with children (mentoring, teaching, volunteering, etc.): _____

Emergency Contact:

Name: _____ Phone: _____

References:

****Please provide the names of **three** individuals, must not be previously noted supervisors, significant others or family members.**

- | | |
|----------|---------------|
| 1. Name: | Relationship: |
| Address: | Phone number: |
| 2. Name: | Relationship: |
| Address: | Phone number: |
| 3. Name: | Relationship: |
| Address: | Phone number: |



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Education:

Please circle the highest level completed:

High School: 10 11 12 College: 1 2 3 4 Graduate 5 6

Name and address of high school, college or university last attended:

Major:

Dates attended:

Other educational trainings, experiences:

Are you a licensed/registered member of any profession or trade? Yes _____ No _____

Type of registration/license _____

Have you ever had your license or certification suspended, revoked, or placed on probation or under investigation in any state? Yes _____ No _____

**If yes, please explain: _____

Have you ever been accused, investigated or charged with a crime? Yes _____ No _____

**If yes, please explain: _____

Have you ever been accused, investigated or charged with a crime against children? Yes _____ No _____

**If yes, please explain: _____

Are there any physical limitations that prevent you from working with children? _____

When an approved Volunteer has become inactive for 12 months their Volunteer file will be considered out of date. If the individual desires to be considered again, they must re-submit a volunteer application.