



**Child Advocacy**  
The Link for Families!

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

[www.linkforfamilies.org](http://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](mailto: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](mailto: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 provide 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.

The Baby Pantry is open every Wednesday. Volunteers assist with new client registration, check-in/out, sort incoming donations, package diapers and wipes, educate clients on infant safe sleep practices, and interact with children and babies.

### **Baby Pantry Volunteer**

During the Baby Pantry's closed hours, our volunteers organize clothing by size, hang/fold clothing, take home laundry, restock baby food and formula by expiration date, and keep the Baby Pantry clean by wiping down tables and vacuuming, and more.



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## Volunteer Application

Today's Date:

Date Available:

Name:

Date of Birth:

Home Phone:

Cell Phone:

Work Phone:

Email:

Current Address:

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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

Baby Pantry 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.***