

Helpmate understands that it takes the whole community to respond to the needs of domestic violence victims and their children, and to create a world free of violence and fear. When they hold hands with each other and with Helpmate, our volunteers weave a strong web of support and care around victims of family violence, sending the clear message that domestic abuse is not acceptable in our community.

Helpmate volunteers bring a variety of talents and skills to their work in eliminating domestic violence, and the success of Helpmate's mission depends on those different talents and skills. Volunteer opportunities meet a range of volunteer needs, and Helpmate provides ongoing training and support to its volunteer staff.

There are countless ways you can volunteer through Helpmate- as many ways as there are talents and people to share them! Following are brief descriptions of regularly staffed volunteer opportunities through Helpmate. If you are interested in any of these opportunities, please contact the Volunteer Coordinator at (828)254-2968, ext 12 to learn about training schedules.

**Hotline Advocates** assist victims of domestic violence by answering calls on Helpmate's 24-hour Hotline. Hotline Advocates can staff the hotline from their own home/cell phones, and often serve as the first, critical link to Helpmate's services-and to living without abuse.

**Children's Volunteers** provide childcare during regular support group meetings for adult clients. By offering their time and care, Children's Volunteers show the youngest victims of domestic abuse that everyone deserves to be nurtured and loved.

**Assistant Court Advocates** provide support to victims who are pursuing criminal action against their abusers or civil remedies to domestic violence. Court Advocates improve the success rate of clients as they move through what can be a confusing and intimidating court system.

**Building and Grounds Helpers** ensure that Helpmate's facility is a safe, attractive space for women and children. By nurturing Helpmate's environment, Building and Grounds Helpers create a home for healing.

**Special Events Volunteers** support Helpmate by working with the Development Director to carry out Helpmate's fundraising events. Special Events Volunteers are not just Helpmate's fundraisers-they are our friendraisers!

**Reception/Administrative Assistants** are the day to day face of Helpmate, performing light clerical work and providing reception and donation assistance.

**Language Interpreters** assist the Helpmate staff in assessing the needs of those clients that cannot speak English. By helping with interpretation, these volunteers make it possible for many of our clients to use and benefit from Helpmate's services.

**Community Educators** assist the Outreach Coordinator by providing domestic violence education to various at-risk and professional groups within Buncombe County. Volunteer educators make it possible to reach more victims and create more awareness about domestic abuse.

**HELPMATE ADVOCATE APPLICATION**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

e-mail: \_\_\_\_\_ Preferred method of communication: \_\_\_\_\_

Employer Name & Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Supervisor: \_\_\_\_\_ May we contact her/him for a reference? \_\_\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_ Place of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Have you ever been convicted of a criminal offense other than a traffic offense? \_\_\_yes \_\_\_no

If yes, please explain: \_\_\_\_\_

**Note: Helpmate does a criminal background check on all volunteers for the safety of our clients.**

Do you have any physical, mental health, or addiction issues which might affect your ability to perform some types of volunteer activities? If yes, please describe: \_\_\_\_\_

Education or special training relevant to domestic violence or social services: \_\_\_\_\_

Please list any current or previous volunteer experience: \_\_\_\_\_

\_\_\_\_\_ May we contact them for references? \_\_\_\_\_

Do you speak any languages, other than English? If so, which? \_\_\_\_\_

Why are you interested in volunteering with Helpmate? \_\_\_\_\_

Please respond briefly to the following statement: "When I hear of a battered or abused person, I feel . . ."

Do you have any personal experiences with domestic violence that you would like to share?

Any other information which you feel is relevant (attach additional sheets if necessary): \_\_\_\_\_

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Please list three references who can attest to your sense of responsibility and your suitability for volunteer service, at least one of whom should be work- or school-related. Please do not include relatives. **Please give reference forms to 2 of the people below to mail directly to the Administrative & Outreach Coordinator.**

Name	Address	Phone	E-mail	Relationship
1				
2				
3				

Availability for volunteer work:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
Afternoon							
Evening							

\*Please note any restrictions on availability (i.e., no Sundays, etc.)

**I prefer to do volunteer service that is** (circle preference/s)      regularly scheduled      on-call, as-needed

Please circle the opportunities that interest you:

**Direct Service:**      Hotline Counseling      Childcare      Language Interpretation (client)  
    Court Advocacy

**Non-direct Service:**      Reception/Administrative Assistance      Fundraising      Community Education  
    Building/Grounds Assistance      Donation Assistance

List others: \_\_\_\_\_

I understand that in order to become a Helpmate volunteer, I must successfully complete the training appropriate for my volunteer position, be available for on-going training, and adhere to the philosophies and policies of Helpmate, Inc.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please note how you heard about Helpmate:

- A. Radio \_\_\_\_\_ Which station? \_\_\_\_\_
- B. TV \_\_\_\_\_ Which channel? \_\_\_\_\_
- C. Newspaper \_\_\_\_\_ Which paper? \_\_\_\_\_
- D. Volunteer organization \_\_\_\_\_ Specify \_\_\_\_\_
- E. Poster/brochure \_\_\_\_\_ What location? \_\_\_\_\_
- F. Other \_\_\_\_\_ Specify \_\_\_\_\_

Oath of Confidentiality

I, \_\_\_\_\_,  
am enrolled as a participant in the training course being offered by  
Helpmate, Inc. As a potential volunteer advocate with Helpmate, I  
realize the importance of maintaining confidentiality at all times even  
though I may not yet be an active volunteer.

Therefore, I hereby agree to maintain that confidentiality at all  
times. All contacts with any person served by Helpmate, and any  
information relating to those served, will be kept confidential. I  
understand that any breach in that confidentiality is grounds for  
immediate dismissal from Helpmate.

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Volunteer Advocate in Training Date

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Helpmate Representative Date

APPLICANT RELEASE FORM

AUTHORIZATION FOR RELEASE OF CONFIDENTIAL INFORMATION FOR HELPMATE APPLICATION:

I understand it will be necessary for Helpmate, Inc. to investigate my background and to check my character references. I hereby give my consent for this information exchange and authorize such agencies to release any information requested by Helpmate, Inc.

I understand that this release will include my character references, law enforcement agencies, and any other person or agency that may be appropriate for gathering information.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Applicant \_\_\_\_\_

Previous Names \_\_\_\_\_

\_\_\_\_\_

Current Address \_\_\_\_\_

\_\_\_\_\_

Previous Address \_\_\_\_\_

\_\_\_\_\_

Date of Birth \_\_\_\_\_

Social Security Number \_\_\_\_\_

Please return completed form to:

Christy Price, Administrative and Outreach Coordinator  
Helpmate, Inc.  
P.O. Box 2263  
Asheville, NC 28802

## **Acceptance of Notice and Waiver**

I have applied to serve as a Volunteer Advocate on behalf of victims of family violence. In performing my role as a Volunteer Advocate, I will be working closely with Helpmate, Inc. I recognize and understand that in performing my role as a Volunteer Advocate, I may be faced, from time to time, with dangerous or possibly dangerous situations. I fully recognize the risks involved, but I am willing to assume these risks and responsibility for any and all possible repercussions of my actions as a Volunteer Advocate.

I hereby state that I will, in all events, use extraordinary care to avoid placing myself or anyone else in danger of physical violence or any other sort of harm. I agree to leave any and all possible violent confrontations up to the police and those who are trained to handle actual physical violence.

I am aware that Helpmate, Inc. does not carry motor vehicle liability coverage for Volunteer Advocates, and that the transporting of clients or goods on behalf of Helpmate is a voluntary option that I may refuse. Should I choose to transport Helpmate clients or goods, I will assume responsibility for their coverage by my current insurance policy. I will submit current proof of my insurance upon request of Helpmate.

In full recognition and support of all of the above, I do hereby waive any and all rights of action I may or might have against Helpmate, Inc., by reason of any harm or injury which may befall me or any of my property due to my performance in my role as a Volunteer Advocate. I hereby further agree that I will indemnify and hold harmless Helpmate, Inc., for any loss which Helpmate might sustain from any claim or from any person arising from or out of my performance or actions as a volunteer for Helpmate.

I acknowledge that I have carefully read this document on this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Volunteer Advocate

\_\_\_\_\_  
Helpmate Representative

## VOLUNTEER REFERENCE FORM

1. Name of volunteer applicant:
2. Name of person completing this form:
3. Please describe your affiliation with the applicant:
4. Length of association:
5. Using the following scale (circle appropriate number), please rate the applicant on these characteristics:

	<u>Poor</u>	<u>Fair</u>	<u>Average</u>	<u>Above Average</u>	<u>Excellent</u>
Reliability	1	2	3	4	5
Judgment	1	2	3	4	5
Sincerity	1	2	3	4	5
Ability to interact with others	1	2	3	4	5
Temperament	1	2	3	4	5
Sensitivity	1	2	3	4	5
Empathy	1	2	3	4	5
Respect for diverse populations	1	2	3	4	5

6. Volunteer advocates for Helpmate provide a variety of assistance and support to victims of domestic violence. Do you feel that the volunteer applicant could, with proper training and supervision, fulfill this role within our organization? Why or why not?

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7. Are you aware of any problems that the volunteer applicant may have which could interfere with their performance as a volunteer advocate? If so, please describe.

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8. Any other comments you think are important:

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9. May we contact you if we have any questions about your answers?    Y    N

Daytime phone \_\_\_\_\_ e-mail \_\_\_\_\_

Your signature \_\_\_\_\_ Date \_\_\_\_\_

*Thank you for your time and consideration.*

**Please return this form to Christy Price, Administrative & Outreach Coordinator.**

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Your signature \_\_\_\_\_ Date \_\_\_\_\_

*Thank you for your time and consideration.*

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