



## Catholic Charities of Southeast Michigan Volunteer Service Application

Catholic Charities of Southeast Michigan (CCSEM) is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, veteran status, height, weight, marital status, genetic information or other legally protected status.

**Please complete and sign the entire application and submit to Farrah Shammas at [shammasf@ccsem.org](mailto:shammasf@ccsem.org)**

Personal Information			
<b>Application Date:</b>			
<b>Full Name:</b>			
	Last	First	Middle initial
<b>Address:</b>			
	Street address	Apartment #	
	City	State	ZIP
<b>Home Phone:</b>			<b>Alternate Phone:</b>
<b>Email:</b>			
<b>Current employer:</b>			
<b>Current School:</b>			
<b>Congregation:</b>			
	Name	City	
<b>Emergency Contact Name:</b>			<b>Phone:</b>
Interest & Availability			
<b>How did you hear about Catholic Charities of Southeast Michigan?</b>			
<b>Please list the areas/programs in which you are interested in volunteering.</b>			

**When are you available to help? Please check all that apply.**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8-Noon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12-5 p.m.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5-10 p.m.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Special Events & Single Opportunities to Serve**

I would like to help with one-time projects or special events.

**References**

Please provide the names and phone numbers of three references.

	Name	Relationship	Phone Number
1			
2			
3			

**Previous Volunteer Experience**

Date	Agency	Duties

**Gifts, Talents & Skills**

Tell us what you enjoy doing the most, or what skills you think you'd like to share.

List all languages you speak:

List any limitations or needs you might have so that we can place you appropriately:

**Our Common Commitment**

**Catholic Charities of Southeast Michigan Commitment.** In order to provide our volunteers with the best possible volunteer experience CCSEM agrees to:

- Responsibly screen and supervise its volunteers.
- Provide support, and be a resource to, the volunteer throughout the course of service.
- Talk to the volunteer regularly about how things are going with his or her service.
- Keep the volunteer informed about relevant changes at the nonprofit.

**The Volunteer Commitment.** I understand that becoming a volunteer requires making a commitment and that the CCSEM staff has a responsibility to those it serves. Therefore, I shall:

- Respect those we serve.
- Keep my promise to serve at least \_\_\_\_\_ hours per  week  month.
- Notify CCSEM when I have questions, a change of address, job changes, or problems.
- Maintain open communication with CCSEM.
- Respect the confidentiality and privacy of those we serve. However, if I am in any way concerned about safety issues, I will discuss my concerns with my supervisor.
- Understand CCSEM's right to ask me to stop volunteering at any time, for any reason.

As an applicant for a volunteer position with Catholic Charities of Southeast Michigan, I attest to the truthfulness of the information I have included in my application. I understand that my services are voluntary. I do not expect financial compensation. I agree to abide by the rules, regulations, and policies of CCSEM. I will maintain confidentiality concerning client and employee information.

- I have completed the "Protecting God's Children" workshop.  
 I have not completed the workshop.

**Signature:**

**Date:**