



# Inquiry Sheet

We NEVER sell or give away your information.\*

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

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

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

Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Month and Year of Birth\*: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

How did you hear about us?: \_\_\_\_\_

Are you under 21?:      NO              YES, How old? \_\_\_\_\_

Are you over 54?:      NO              YES

What type of Volunteer Assignment are you interested in? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\*We value your privacy and never sell or give away your personal information. Our professional software keeps your information protected and you will have control over when and how you receive information from us.

**Office Only:**

INQUIRY in TVC Database: \_\_\_\_\_ VR Database (+55): \_\_\_\_\_

INTERNAL PROGRAMS (circle):    EVEP    Job Readiness    Corporate Outreach    WBVC    Board Bank  
   Office/Professional    Outreach    Placement    Other

**MATCH & REFERRAL PROCESS:**

Placement Specialist: \_\_\_\_\_ Interview Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Notes & Referrals (use back for additional notes): \_\_\_\_\_

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PLACED: \_\_\_\_\_ Title: \_\_\_\_\_ TVC data    VR data



# Volunteer Opportunity Matching Sheet

Name: \_\_\_\_\_

**Please check all areas of interest or skill:**

**Administration/Agency Support**

- Board/Committee Member
- Business Assistance
- Clerical
- Bulk Mailing
- Data Entry/Word Processing
- Filing
- Receptionist / Telephone
- Computer/Internet Services
- Computer/Database Programming
- Network Administration
- Web Site Development
- Donations Management
- Donations Distribution
- Donations Pickup
  - Finance/Accounting
- Bookkeeping
- Financial Planning
- Fundraising
- Fund-Raising Events
- Grant Development
- Pledge Drives
- Interviewing
- Program Management
- Research/Evaluation
- Sales/Cashier
- Stockroom
- Thrift Shop Support
- Volunteer Recruitment/Coordination

**Animal Services**

- Animal Advocacy
- Animal Exercise
- Animal Foster Care/Rescue
- Animal Grooming
- Animal Shelter Attendee
- Animal Transportation
- Farm Maintenance
- Pet Assisted Therapy
- Veterinary Medicine
- Licensed Veterinarian
- Veterinary Technician

**Arts/Culture**

- Artist
- Backstage Production

- Gallery/Museum Sitting
- Historic Preservation
- Performer/Musician
- Sewing/Needlecraft
- Storytelling
- Tour/Exhibit Guide
- Usher/Ticket Taker

**Civic Participation/Political**

- Election
- Government Boards/ Commissions
- Government Intern
- Lobbying
- Newcomer Assistance
- Opinion Poll Survey

**Communications/Marketing**

- Amateur Radio Operator
- Conference Exhibit Assistant
- Desktop Publishing
- Graphic Design
- Photography
- Public Relations
- Public Speaking
- Video Production
- Writing/Editing

**Construction/ Home/ Maintenance**

- Automobile Repair
- Carpentry
- Custodial
- Decorating
- Electrician
- Equipment Operator
- Backhoe/bulldozer/crane Operator
- Chainsaw Operator
- Forklift Operator
- Facility Design/Construction
- Flooring/Tiling
- Home/Public Building Accessibility
- Handy worker
- Masonry
- Painting/Wallpapering
- Plumbing
- Roofing
- Snow Shoveling
- Window Washing

- Yard Care
- Gardening/Lawn Care/Leaf Raking

**Counseling/Information Support**

- Bereavement
- Call Center
- Crisis Intervention/Hotline
- Information and Referral
- Suicide Prevention
- Pastoral/Spiritual Counseling
- Support Group Facilitation
- Therapy

**Criminal Justice/Legal Services**

- Court Watching
- Crime Prevention
- Crime Victim/Witness Support
- Guardians ad Litem
- Inmate Support
- Law Enforcement
- Advocacy/Ombudsman
- Insurance Claims Assistance
- Alternative Dispute Resolution
- Pro Bono Legal Aid
- Offender/Ex-Offender Support
- Youth Court

**Disaster/Emergency Services**

- Disaster Related Damage Assessment
- Evacuation Center/Shelter Assistance
- Emergency Medical Technician/Paramedic
- Fire Services
- First Aid/CPR
- Search & Rescue
- Safety/Disaster Education

**Education**

- Career Development
- Classroom Aide/field trip aide
- Computer Literacy
- English Language Instruction
- Job Coach/Career Development
- Library Assistant
- Literacy/Reading Encouragement
- Student Dropout Prevention
- Teaching/Instruction/Tutoring

**Continued on back...**

**Environment**

- Debris/litter Removal
- Environmental Protection/Advocacy
- Graffiti Removal
- Hazardous Materials Cleanup
- Land Conservancy
- Nature Trail
- Recycling
- Stream Cleanup/Water Conservation
- Tree Planting

**Family Services Related**

- Abuse Support
- Child Abuse
- Domestic Violence
- Elder Abuse
- Adoption Support
- Chaperoning
- Companionship
- Childcare
- Conversation Partner
- Friendly Telephoning
- Home Visit
- Errand Running/Shopping
- Foster Parenting Support
- Hairdressing/Nail Care
- Mentoring Services
- Parenting Support
- Personal Finances/Tax Assistance
- Refugee Resettlement
- Sexual Assault

**Food Preparation/Delivery**

- Food Collection
- Food Sorting/Packing
- Meal Delivery
- Meal Preparation/Serving

**Health/Substance Abuse**

- Blood Drive Assistant
- Dental Care
- Equestrian Therapy
- Hospice Care
- Hospital/Institutional visit
- Patient Support
- Pregnancy Related
- Rehabilitation
- Medical Care
- Nursing Care
- Respite/Home Health Care
- Speech and hearing
- Substance Abuse Prevention/Treatment

**Interpretation/Translation**

- Braille Transcription
- Disability Related Reading Services
- Language Interpretation/Translation  
language: \_\_\_\_\_

**Recreational Activities/Sports**

- Camp Counselor
- Coaching
- Crafts
- Exercise/Fitness Leader
- Playground Activities

- Sports Officiating
- Troop/Youth Club Leader

**Special Event Support**

- Bartending
- Bingo Caller
- Concessions
- Decorator Show House
- Event Coordination
- Holiday Related
- Parking Lot
- Party Host/Hostess
- Setup/Cleanup
- Sporting Event Monitor

**Transportation**

- Designated Driver
- Emergency Transportation
- Paratransit/Special Populations Driver
- Van/Bus Driver
- Travelers Assistance
- Moving Assistance

**Other** \_\_\_\_\_

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**What day's) and times are you able to volunteer? (Please check)**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Mornings:	_____	_____	_____	_____	_____	_____	_____
Afternoons:	_____	_____	_____	_____	_____	_____	_____
Evenings:	_____	_____	_____	_____	_____	_____	_____

**Would you like information about public transportation to your volunteer site?** \_\_\_\_\_

**Do You require any special accommodations to complete your volunteer work?** \_\_\_\_\_

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**NOTES:**



Volunteer Internship Program (VIP)  
& Steppingstone Referral  
Release of information and Application Questions

Name: \_\_\_\_\_

Please check either the VIP Program or Steppingstone Referral. If you need a full description of each program contact Maxine Elkins, at 914-227-9314 or go to [www.volunteer-center.org](http://www.volunteer-center.org).

Volunteer Internship Program (VIP)       Steppingstone Referral

**RELEASE OF INFORMATION**

I authorize the Volunteer Center to disclose the information contained in the VIP/STEPPINGSTONE application to prospective supervisors. I understand that my name will be disclosed only if an interview is scheduled.

I understand that the purpose of this placement is to provide me with a volunteer work experience, which may be used as a reference when I seek paid employment.

I also understand that there is no promise of paid employment, and I do not expect such an offer from the nonprofit organization where I will be volunteering.

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

**Referring Mental Health Professional Information:**

Name \_\_\_\_\_ Title \_\_\_\_\_

Agency \_\_\_\_\_ Phone# \_\_\_\_\_

Email Address \_\_\_\_\_

Address \_\_\_\_\_

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

**Support Program Information**

Contact person \_\_\_\_\_ Title \_\_\_\_\_  
(if different from above)

Agency \_\_\_\_\_ Phone# \_\_\_\_\_

Days & hours candidate attends program \_\_\_\_\_

Phone # where applicant can be reached at the program \_\_\_\_\_

*(Please turn page over and answer questions)*

**Please answer the following questions**

1. Please give a brief statement of vocational goals. What kind of work do you want to do?

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2. Please tell us about any previous volunteer job...what you did, when you volunteered, what you liked or disliked about it, etc. \_\_\_\_\_

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3. What knowledge or skills can you bring to the job? ( i.e. phone skills; strong interpersonal skills, detail - oriented etc.) \_\_\_\_\_

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4. What skills would you like to use or develop?

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5. In order to ensure a positive experience for you and the volunteer organization what other information would be helpful in achieving your goals? (E.g. type of environment; level of supervision etc.) Do you have any specific challenges we should know about? \_\_\_\_\_

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6. Are there any types of work that you prefer not to do?

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7. Please describe why you are ready to move into volunteer work at this point in your vocational rehabilitation.

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**Please mail application to: Maxine Elkins  
The Volunteer Center of United Way  
220 White Plains Road, 2<sup>nd</sup> Floor  
Tarrytown, NY 10591**