



Volunteer Information and Application

Volunteer Information

Thank you for your interest in volunteer opportunities with the Priest Holmes Foundation, a registered 501 (C) (3) organization. The foundation is committed to Encouraging, Enhancing and Empowering the lives of children in our community.

There are several ways for volunteers to help our foundation. The time commitment varies based on your interests. Please see descriptions of our volunteer opportunities below:

Special Events

PHf holds many special events each year. We seek volunteers to assist us in making all of our events safe and enjoyable. Event dates, times and locations will vary. Special events volunteers must be at least 18 years of age and may be asked to submit to a criminal background check.

Office Help

The foundation needs volunteers to answer phones, help with mailings, data entry and other administrative tasks to assist full-time staff members. Hours and days vary based on the specific needs of the foundation. A criminal background check is required to become an office volunteer.

Community Fundraising

PHf relies on community fundraisers to support our programs. This volunteer opportunity allows you the opportunity to create an event or suggest PHf participation in an event. Call our office or submit your fundraising proposal to us via email at: info@priestholmesfoundation.org.

Speakers Bureau

Volunteers are needed to represent PHf at speaking engagements and other events in the community. These volunteers have usually been associated with PHf for some time and must complete an interview conducted by our Founder and/or Board of Directors.

Internship

Internships are available for mature high school students who are 18 years of age or older, college students and recent graduates interested in learning about and working with a nonprofit organization. If you are interested in an unpaid internship, please contact the volunteer coordinator for an internship application.

Volunteer Requirements

Each PHf volunteer opportunity has specific requirements. Please review the requirements below:

Special events – Volunteer application, two references and background check* required for specific positions

Office Help – Volunteer application, two references and background check* required for specific positions

Community Fundraising – Proposal review by PHf Founder and Community Relations & Marketing Manager

Speakers Bureau – Volunteer application, two references, availability form, interview with PHf Founder and/or Board of Directors and previous involvement with the foundation

Internship – Intern application (available upon request), resume and writing samples, background check* and an interview with a PHf staff member

*If a blemish appears on a background check, it may be reviewed by our Executive Committee. After we receive your volunteer application, background check and references, we will contact you.

If you are interested in any of the volunteer opportunities or have additional ways you could help the foundation, please complete the enclosed paperwork and send it to the volunteer coordinator at the address on the top of the application.

If you have any questions regarding your application or volunteer opportunities, please contact the volunteer coordinator at one of the methods below:

Priest Holmes Foundation Office: 210-541-4642

E-mail: info@priestholmesfoundation.org

Background Check

The Priest Holmes Foundation requires volunteers to have a background check completed at the time of employment and at minimum, every three years thereafter. Background checks are performed by **Accurate Background, Inc.** Once your volunteer application, references and background check have been received by the foundation, you will be notified about taking the next steps to complete your background check.

Volunteer Application

Return to: Priest Holmes Foundation ATTN: Volunteer Coordinator 85 NE Loop 410 # 205 San Antonio, TX 78216 Phone: 210-541-4642 Fax: 210-541-4909				For Office Use Only	
				Reference:	
				Background Check:	
				Interview:	
Today's Date:					
APPLICANT INFORMATION					
Last name:		Mr.	Miss	Email Address:	
First:		Mrs.	Ms.		
Middle:					
Is this your legal name?		If not, what is your legal name?		Maiden name:	
Yes No					
Street address:			Home phone:		Mobile Phone:
City:		State:		Zip code:	
Occupation:		Employer:		Employer Phone:	
How did you hear about the Priest Holmes Foundation?					
Describe some of your interests, talents or skills:					
What could you add as a volunteer for this organization?					
Which volunteer opportunities interest you?					
<ul style="list-style-type: none"> • <i>Special Events</i> • <i>Office Help</i> • <i>Community Fundraising</i> • <i>Speakers Bureau</i> • <i>Internship</i> 					

EMPLOYMENT HISTORY

Job 1 (Most Recent)

Company name:		Start date:
		End date:
Street Address:	Supervisor:	Supervisor's Phone:
City:	State:	Zip Code:

Describe your position and responsibilities:

Job 2

Company name:		Start date:
		End date:
Street Address:	Supervisor:	Supervisor's Phone:
City:	State:	Zip Code:

Describe your position and responsibilities:

Job 3

Company name:		Start date:
		End date:
Street Address:	Supervisor:	Supervisor's Phone:
City:	State:	Zip Code:

Describe your position and responsibilities:

VOLUNTEER EXPERIENCE		
Volunteer Activity 1		
Organization:		Start date:
		End date:
Street Address:	Point of Contact:	Organization's Phone:
City:	State:	Zip Code:
Describe your position and responsibilities:		
Volunteer Activity 2		
Organization:		Start date:
		End date:
Street Address:	Point of Contact:	Organization's Phone:
City:	State:	Zip Code:
Describe your position and responsibilities:		
Volunteer Activity 3		
Organization:		Start date:
		End date:
Street Address:	Point of Contact:	Organization's Phone:
City:	State:	Zip Code:
Describe your position and responsibilities:		

REFERENCES			
Please list two non-family personal references below. Please submit two separate Volunteer Reference forms (One form per reference).			
Name:	Relationship to Applicant	Daytime Phone:	Alternate Phone:
Name:	Relationship to Applicant	Daytime Phone:	Alternate Phone:

BACKGROUND AND DISCLOSURES

Have you ever been convicted of a criminal offense, including but not limited to criminal neglect, abuse or assault?

- Yes
- No

If yes, please explain:

Are you currently being charged with any criminal offense, including but not limited to criminal neglect, abuse or assault?

- Yes
- No

If yes, please explain:

Do you use illegal drugs?

- Yes
- No

Do you agree to disclose any future convictions or violations?

- Yes
- No

Do you have a current driver's license?

- Yes
- No

If yes, in what state was the license issued?

Has your driver's license ever been revoked in this or any other state?

- Yes
- No

I have completed and reviewed this entire form and attest that the information I have provided is true:

Printed Name

Signature

Date

VOLUNTEER REFERENCE QUESTIONNAIRE

Your name has been provided as a non-family reference for _____ , who is applying to be a volunteer for the Priest Holmes Foundation. Please answer the following questions to the best of your ability and return this form to the applicant.

Your name:	Relationship to potential volunteer:	Daytime Phone:	Alternate Phone:
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For how long and in what capacity have you known this person?

What are three adjectives that describe him/her?

What skills does this person possess that will enable him/her to work well in a team environment?

Do you consider this person responsible? Please provide examples if possible:

Please rate the volunteer from 1 to 10 in the following areas, with 10 being the highest rating:

Communication Skills ____ Responsibility ____ Sensitivity ____ Organizational Skills ____
Dependability ____

Is there any additional information you could provide that would enable us to better assess the strengths, weaknesses, and/or overall character of this potential volunteer?

I have completed and reviewed this entire form and attest that the information I have provided is true:

Printed Name

Signature

Date

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