



Student Volunteer Program Application



2022 Broad Avenue, Altoona, PA 16601
(814) 944.3583
www.familyservicesinc.net



Dear Prospective Student Volunteer,

Thank you for your interest in volunteering for the Teen Center and Shelter operated by Family Services Incorporated. Volunteers are a vital component to the services we provide and we welcome you aboard.

Enclosed you will find our application requirement packet that includes the Responsibilities and Opportunities Application, Personal Statement of Interest, Essay of Intent, two Letters of Reference Forms, and a parent letter. The reference forms are to be filled out by a school employee, a counselor, teacher, coach, a clergy member or an employer. When completing the packet, please print neatly and return the entire packet when finished. You may mail or hand deliver your completed package.

Once your application is submitted, I will review your packet for completion, and will contact your references should I have any questions. If you are selected for an interview, you will hear from me within one week of submission.

I look forward to having you as a valuable addition to the Teen Center and Shelter. Please note the process of becoming a volunteer may take some time with training and on-boarding activities, but the effort will be well worth it!

For questions regarding the Student Volunteer Program application packet or process, please use my contact information listed below.

Sincerely,

Cheryl Gonsman
Community Liaison
(814) 944. 3583 ext. 333
cgonsman@familyservicesinc.net

Student Volunteer Program Responsibilities & Opportunities
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What is a Student Volunteer?

A Student Volunteer is a young woman or man between the ages of 16-20, attending high school or college classes. Student Volunteers perform specific duties on a scheduled basis at the Teen Center and Shelter. The assignments vary and she/he has the opportunity to experience many types of services according to capabilities, performance, dependability and interest.

How do I become a Student Volunteer?

Prospective Student Volunteers must complete this application packet and return to the Community Liaison- contact information found on the attached welcome letter. Students over the age of 18 do not need to complete the parental consent signature requirement. Once your packet is received, the Community Liaison will review your application, check your references and schedule an interview should you meet the requirements to be a Student Volunteer.

What duties will I perform?

A variety of options are available for Student Volunteers at the Teen Center and Shelter. These include tutoring, homework help, sports/fitness, wellness, group assistance, property beautification, and clerical tasks.

When do I Volunteer?

You will meet with the Community Liaison for an interview. During the interview process, you will discuss your availability. During the school year, most Student Volunteers will be scheduled after school, evenings, and weekends.

What is expected of me as a Student Volunteer?

Student Volunteers are expected to schedule volunteer time with the Community Liaison and complete their scheduled assignment. The Community Liaison should be notified immediately if you are unable to perform your scheduled duties. Student Volunteers should have a positive attitude, follow the policies and procedures learned at orientation, dress appropriately and be a good role model. Monthly evaluations will be conducted with each Student Volunteer. Family Services Inc. has the right to immediately terminate a Student Volunteer for service that does not meet our expectations.

Student Volunteer Preference (please check all that apply):

- Tutoring- Subject(s) : _____
- Nutrition/Wellness
- Sports/Fitness
- Clerical
- Building Beautification
- Other: _____



Student Volunteer Program Personal Statement of Interest

1. Why did you select Family Services Incorporated's Teen Center and Shelter to perform volunteer work? _____

2. What would you like to gain from this experience? _____

3. In what way will the Teen Center and Shelter benefit from your volunteering? _____

4. Describe any special skills you possess that will be helpful as a volunteer: _____

5. What area would you like to volunteer in? Why? _____

6. Please describe any volunteer experience: _____

7. Please describe any employment experience: _____



Student Volunteer Program Essay of Intent

I, (Name) _____, am applying for the Student Volunteer Program at Family Services Incorporated's Teen Center and Shelter. Below (or stapled to this packet) is my brief 150-200 word essay explaining why I wish to participate as a volunteer in the program. My signature below verifies the following:

- I understand that writing and submitting this essay does not guarantee that I will be accepted into the Student Volunteer Program
- I understand that this essay is an important part of the application process because it expresses how the volunteer program will help me attain my personal goals
- The thoughts and words written in the essay are my own

Student Signature

Date



Letter of Reference Form

Student Volunteer Program

To be completed by a School Employee, Clergy member or Employer.

_____ has applied for the Family Services Incorporated Student Volunteer Program at the Teen Center and Shelter. To help us make an informed decision about the applicant's ability to volunteer, please complete the following Letter of Reference form as soon as possible. You may return to the student or fax back to us.

Your Name: _____

Title: _____ School: _____

How long have you personally known the applicant? _____

How well do you know the applicant? ____ Very well ____ Well ____ Casually ____ Other

Please check the following:

<u>Qualities/Characteristics</u>	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Positive Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows Instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustworthy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works well with peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: Please use reverse side for comments

Signature

Date

This form may be faxed to "Community Liaison" at Family Services Incorporated.
Fax # (814) 944.8701



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Comments: Please use reverse side for comments

Signature

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Fax # (814) 944.8701



Dear Parents:

Family Services Incorporated believes that a Student Volunteer Program at the Teen Center and Shelter should be a rewarding experience for both the Student Volunteer and the Teen Center. We strongly credit volunteerism as a vital contributor to the positive development of young students.

We ask you to read the attached information before signing the consent for your student's participation in the program. We also ask for your cooperation in helping your daughter/son fulfill her/his commitment to the Teen Center and Shelter.

There are many opportunities of service to be performed at the Teen Center and Shelter. The type of duty to which your student may be assigned will depend upon age, interest and ability. Keeping these factors in mind, we will decide with your daughter/son where she or he will perform best. Our goal is to provide quality service to the adolescents using our Center and the best personal satisfaction to the Student Volunteer.

We at Family Services Incorporated are pleased that your daughter/son wants to volunteer. I am sure that she/he will receive great satisfaction from serving others. If you have any questions, please do not hesitate to reach me using the contact information below.

Sincerely,

Cheryl Gonsman
Community Liaison
(814) 944.3583 ext. 333
cgonsman@familyservicesinc.net