

ECHO, INC. - VOLUNTEER INFORMATION SHEET
ECHO, Inc. Food Bank, 401 S. Commercial, Farmington 87401, 505-325-8222

Your name(s): _____ Date Completed: _____

Mailing Address: _____ Phone: _____

Emergency Contact: _____ Emergency Phone: _____

ALL INFORMATION HEARD OR LEARNED ABOUT OTHERS WHILE AT ECHO, INC. ARE **STRICTLY CONFIDENTIAL** AND WILL NOT BE REVEALED TO THOSE OUTSIDE ECHO, INC. My information will not be shared either

_____ Yes, I have helped or worked for other non-profits in the past (List: _____) No, I have not had the privilege of helping or working for service agencies before.

These are the types of things I did on my previous jobs, volunteer or paid (typing, stocking, etc.): _____

(Please let us know if you DON'T want to repeat those kinds of tasks!)

_____ Yes I have not been charged nor convicted of a felony

CHECK ONE: Computer Experience

_____ I HAVE USED A COMPUTER SOME _____ I HAVE USED A COMPUTER A LOT
_____ I THINK COMPUTERS BYTE _____ I WOULD PREFER TO AVOID THEM
_____ I AM WILLING TO LEARN ABOUT THEM

CHECK ONE: Activity Level

_____ Yes, I am physically able and willing to lift food boxes; Weight limit 30 lb 40 lb 50 lb
_____ No, I am not able or willing to lift at this time

I would like to serve ECHO, INC. in the following ways (circle all that apply):

Packing food boxes Training other volunteers Helping on food distributions off - site
Helping with mailings Helping with clients Help on Special Events Data Entry

My schedule would allow me to help out:

_____ Regularly, 1 time per week Best day usually: _____
_____ Semi-Regularly, 1 or 2 times each month Best week usually _____
_____ On-call, would work when called IF available
_____ Other, please describe: _____

Please initial:

_____ I understand that my offer to help ECHO, INC. as a volunteer is offered without payment. And yes, I know my offer is a crazy one! I will abide by all ECHO, INC. policies and procedures. ECHO reserves the right to review references on staff & volunteers working directly with federal programs.

I heard about ECHO, INC. from: _____

I celebrate my birthday on (no year please) _____

PS. We REALLY love our Volunteers and could not help those in need in our communities without YOU. If you feel comfortable blabbing all...please tell us what your favorite method of being thanked would be: 1) Just a kind word of thanks 2) A pin or badge 3) Certificate 4) A Million bucks (kidding)

Signed: _____ Interviewer: _____ Approved: Y N .

_____ Orientation: _____ Usual Schedule: _____