



# Volunteer Application

Please email completed application to [info@echoth.org](mailto:info@echoth.org) or deliver to our office at 548 E. Bradford Rd.

## Contact Information

Name	
Street Address	
City ST ZIP Code	
Phone #(s)	
E-Mail Address	

## Volunteer Availability

DAY	Mornings (list hours available)	Afternoons (list hours available)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

## Volunteer Opportunities

(Descriptions of these positions can be found on page 3 of this application.)

Type	Interested?
Client Intake	
Data Management	
Sort Donations	
Host a Donation Drive	
Furniture Bank	
Teach Life Skills Classes	

## Previous Volunteer Experience and/or Special Skills

Summarize any previous volunteer experience and list any skills you think will be helpful to ECHO.

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### Background Check Information

Driver License	
Social Security Number	
Date of Birth	
Race	
Sex	
Please list any alias	

### Person to Notify in Case of Emergency

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. I authorize ECHO to use the information I have provided to complete a background check to determine my suitability to volunteer.

Name (printed)	
Signature	
Date	

# Volunteer Opportunities

Client Intake: Assists in our front office and provide clients with a warm welcome. Also prepares paperwork, files, documents, and answers the main telephone line. This is a great opportunity for anyone who loves people and is seeking experience with direct client contact. Hours vary, our office hours are Monday-Thursday 9:00AM-12:00PM & 1:00-5:00 PM, Friday 9AM-12PM.

Data Management: Enter and update data for our client, donor, and volunteer relationship management system. Assist with correspondence, including event invitations and thank you notes.

Donations: Help sort donations and prepare them to be distributed to people in need. Individuals of all physical strength levels are welcomed and can provide help with everything from moving large furniture to sorting canned goods, linens, clothing, and small household items.

Donation Drives: ECHO collects nonperishable food items, house wares, cleaning supplies, furniture, diapers, baby formula, and many other items throughout the year for distribution. If you are a member of a church, campus group, or civic organization and are looking for a project that aims to provide much needed items to families and individuals in distress, please consider this position.

Furniture Bank: Assists with picking up furniture from residential and commercial locations, and arranging items in the Furniture Bank of Tallahassee warehouse. Ability to lift heavy furniture pieces and navigate stairs and thresholds is necessary.

Life Skills Classes: Help our clients learn how to lift themselves out of poverty through such topics as budgeting, parenting, and interviewing skills.

Thank you for your interest in serving with ECHO.

## Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sex, age, or disability in accordance with applicable Federal civil rights laws.