



Volunteer information

First Name  MI  Last Name

Street  City  State  Zip code

Former Address  City  State  Zip code

E-mail  Home Phone  Cellular Phone

Full time Resident  Dates in FL From  To  Past MOW Volunteer  Where

Employed  Employer  Work Phone

Retired  Prior Employer  SSN #

Valid Driver License  State  Driver License #  Birthdate MM/DD/YY

Auto Insurance  Has Driver License been Suspended within the past year  Reason

Emergency Contact Information

First Name  Last Name

Relationship  Home Phone  Cellular Phone

Disclosure and Summary of Rights

Protecting your private information and maintaining public trust is our priority. Venice Area Mobile Meals, Inc. collects personally identifiable information as outlined on this form, and may gather additional personal or non-personal information in the future. Your contact information and availability are directed to an Officer or his or her appointee, for the purposes of enabling follow-up contact with you, and scheduling the appropriate work assignments. Your personal information is not shared with third parties, except where noted. Venice Area Mobile Meals, Inc. does not collect, gather, use, retain or disclose sensitive personal information, such as race, religion, or political affiliations. Venice Area Mobile Meals, Inc. will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law; (b) protect and defend the rights or property of Venice Area Mobile Meals, Inc.; and, (c) act under exigent circumstances to protect the personal safety of its volunteers, customers or the public. Volunteers may have to "collect and provide" personal information to one or more third parties in emergency situations, such as 911, to obtain needed help and services. Venice Area Mobile Meals, Inc. reserves the right to photograph and digitally capture and retain photographs or video of its volunteers, operational and promotional activities, and locations, and use such photographs on its website, and other promotional and public awareness material. Photographs used *without* personal identifying information may be removed from the website, upon written request from you. Personal identification *with* a photograph may be used with your consent. A signed application and a satisfactory background check are required to become a volunteer with Venice Area Mobile Meals, Inc. You have the right to accept or reject these terms.

I attest to the truthfulness of this application and authorize Venice Area Mobile Meals, Inc. to perform the State required background checks. I hereby acknowledge that I have read, understand and accept the foregoing Disclosure and Summary of Rights.

Applicant Signature  Date Signed



Please apply for the position(s) of your choice and indicate your availability for that position with an X in the appropriate shaded areas

Route Driver to deliver meals

Apply for this position

The average volunteer drives once a week. Routes are approximately 20 miles, delivering from 5 to 20 meals and it takes about 2 hours (10:30 a.m. to 12:30 p.m.). Route training, car identification and Styrofoam carriers are provided. New volunteers often start as substitute drivers first, and as openings occur, are transferred to a regular route. Daily contact with our clients requires a friendly, congenial and compassionate disposition.

Days of week you are available to volunteer Monday Tuesday Wednesday Thursday Friday Saturday

Office Manager

Apply for this position

Two volunteers work in the office each day from 8:00 to 11:00 a.m. They manage meal delivery, handle messages and phone calls to prepare 'ticklers' (used for data entry), calculate the numbers of meals to be delivered for the day and notify the kitchen of meals required, distribute salads and desserts to designated route areas on counter, monitor sign-in of drivers, contact sub-driver if needed, and distribute meals to drivers. Applicants must have the ability to multitask, complete tasks in a timely manner, have excellent interpersonal skills and a pleasant telephone manner. Training is provided.

Days of week you are available to volunteer Monday Tuesday Wednesday Thursday Friday Saturday

Data Entry

Apply for this position

Tuesday and Friday: Process data entry from ticklers, and print Delivery Sheets and Route Books. About 2 hours required each day.

Saturday: Review data entry for week & make necessary adjustments. Data entry requires about 2 hours each week.

Monthly Invoicing: Balance accounts to invoice receipts. About 3 hours required on Saturday before the first Tuesday in the month, and on that Saturday, about 1-1/2 hours to stuff envelopes and mail invoices. Must be able to work independently with a minimum of supervision.

Days of week you are available to volunteer Monday Tuesday Wednesday Thursday Friday Saturday

Public Relations Associate

Apply for this position

A team of Public Relations volunteers will participate in events to increase public awareness of services available, help attract and involve volunteers in promotional activities, and devise, conduct and participate in fundraising initiatives. Experience helpful but not required. Computer skills and conversant knowledge of Microsoft Office products, or Adobe Creative Suite desired. Background in event planning and non-profit fundraising a plus. Each individual may bring a different set of talents for the benefit of the team. While one event per month is anticipated, there is not a fixed work schedule.

For Venice Area Mobile Meals, Inc. Use Only

First contact date / / By Follow-up date / / By
Interview date / / Attendees
Level 1 Screen / / NSOPW FLDE By
Level 2 Screen / / By
Application Status By Position
Training / / Approved to start / / Start / /