

Otsego County Commission on Aging Volunteer Registration Form

(Please Print)

Name: _____ Today's Date: _____

Address: _____

City: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Date of Birth: _____ Gender: Male _____ Female _____

Marital Status: ___ Single ___ Married ___ Widowed ___ Separated

Emergency Contact Information:

Name: _____

Phone: _____ Relationship: _____

Highest level of education obtained:

- Some High School Some College Post Graduate
 High School Graduate College Graduate

Are you currently employed? Yes _____ No _____

Employer: _____ Work Phone: _____

Occupation: _____ # of Years with Current Employer: _____

General Availability:

	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
From:							
To:							

Skills/Talents/Hobbies: _____

Please list any previous volunteer experience: _____

Do you have any physical limitations that would affect your ability to perform your volunteer duties? Yes _____ No _____

If "Yes," please explain: _____

Please indicate if you are currently a volunteer for either of these two volunteer agencies.
 RSVP Volunteer Center

Referred to OCCOA by: ___ Friend/Neighbor ___ Radio ___ Newspaper article
___ Other _____

Please list two Otsego County references:

Name: _____ **Phone:** _____

Name: _____ **Phone:** _____

Transportation to Volunteer Jobs:

___ I will drive my own vehicle ___ I will take the bus

___ A friend or family member will take me ___ I will walk

Michigan Driver's License #: _____ **Expiration Date:** _____

I agree that if I use my personal vehicle for volunteer services, I will maintain a current, valid driver's license as well as vehicle insurance equal to or greater than the minimum limits required by the State of Michigan.

OCCOA Volunteer Consent and Confidentiality Statement

I volunteer my services for the Otsego County Commission on Aging (OCCOA) and understand that I am not an employee.

I hereby agree to regard all information received in the performance of my volunteer work as confidential. I further agree to respect individual rights to privacy, as well as those of the families and the facility for whom I am volunteering.

I understand that OCCOA will respect my rights with regard to privacy of information. OCCOA agrees to respect those rights in the performance of my volunteer duties and keep a "professional" confidentiality in all my statements outside the facility.

I hereby consent to the use of my name and/or photograph by OCCOA in any media (newspapers, publications, PowerPoint presentations, advertising, promotional materials, etc.) and in exhibits. (Please initial here _____ if you **do not** consent.)

I hereby agree to follow any training or written job procedures provided to me in the performance of my volunteer work for OCCOA and agree to notify OCCOA's volunteer coordinator with any questions or concerns I might have.

I also agree to contact the OCCOA volunteer coordinator as soon as possible if I am unable to report for my volunteer job.

I hereby agree to notify OCCOA's volunteer coordinator if I am injured while performing volunteer work for OCCOA. I also agree to provide the details of any injuries for required OCCOA accident reports.

I understand that I must sign my name and list my time on OCCOA Volunteer Sign-In Sheets found in OCCOA facilities at which I am volunteering. If I am a volunteer registered with RSVP or the Volunteer Center, I understand that this information will be shared with them.

I understand that if I use my personal vehicle in my volunteer services, I will keep in effect automobile liability insurance equal to or greater than the minimum limits required by the State of Michigan.

I agree to all the terms above and I hereby grant permission to OCCOA to check with the appropriate authorities (courts, police and Department of Motor Vehicles) upon matters of record regarding my background and history if deemed necessary. I understand that all the information provided/obtained in this registration record will be kept strictly confidential.

Volunteer's Signature

Date

OCCOA Volunteer Coordinator's Signature

Date

OCCOA VOLUNTEER INTEREST FORM

Name: _____

Today's Date: _____

Phone: _____

Listed below are volunteer jobs for the various programs and activities sponsored by the Otsego County Commission on Aging. Please check those for which you would be interested in possibly volunteering your time.

Advocacy

- Advocate for seniors
- Refreshment transportation, setup, cleanup for "Transitions" Series meetings

Caregiver Support Group (3rd Sat. morning of the month)

- Meeting reminder calls (From home - 3rd Fri. of the month)
- Refreshment transportation, setup, cleanup

Chore Service (As needed)

- Clothes mending
- Gardening
- Leaf raking
- Simple miscellaneous repairs
- Simple plumbing repairs
- Snow shoveling for private residences
- Snow shoveling for senior centers
- Tree/Shrub trimming
- Wall washing
- Window washing

Commodities (Food distributions – 1st or 2nd Wed. of the month. RSVP volunteers preferred.)

- Alpine Haus distributions
- Alten Zimmer distributions
- Food Pantry deliveries
- Home bound distributions
- Little Village distributions
- Paperwork Assistant

- Sheldon Place distributions
- Vanderbilt distributions

Computer Training

- Group Class Instructor
- Tutoring

Congregate Meal Deliveries (RSVP volunteers only)

- Johannesburg Meal Site (Mon., Wed. mornings)
- Otsego Haus (Mon. – Fri. mornings)
- Vanderbilt Meal Site (Tue. – Thu. mornings)

Crafts Instructor

- List _____

Dances (Monthly – 3rd Sat. night of the month)

- 50/50 ticket sales
- Bucket ticket sales
- Decorating (Friday afternoon before)
- Entry ticket sales
- Food set-up assistant
- Supervisor

Educational Breakfasts (1st or 2nd Thu. morning of the month)

- Refreshment transportation, setup, cleanup

Entertainment

- Guitar
- Musical Group
- Other instruments
- Piano
- Singing

Fishing Program

- Client Assistant
- Picnic table setup
- Trip Host/Hostess

Flu Shot Clinic

- Greeter
- Musical entertainment
- Paperwork assistant
- Registration

Friendly Visitor (Planned pilot program)

- Elmira
- Gaylord
- Johannesburg
- Vanderbilt
- Waters

Garage Sale (1st Sat. in Apr.)

- Bake sale table
- Cashier
- Food server
- Greeter
- Loading/unloading
- Make baked goods
- OCCOA sales table
- Table setup

Garden Family (May – Sep. – Mon. mornings)

- Fall garden bed cleanup
- Garden supervisor (master gardener preferred)
- Spring garden bed prep

Grocery BINGO (4th Sat. of the month – follows Pizza Saturday meal)

- BINGO Caller

Holiday Decorations

- Color Easter eggs
- Decorate cookies
- Decorate meal sites
- Make greeting cards
- Make table centerpieces

Kitchen Band

- Director/Leader
- Participant
- Pianist

Medical Transportations (RSVP volunteers only)

- Bay City/Saginaw/Flint
- Gaylord
- Grand Rapids
- Petoskey
- Traverse City
- U of M Medical Center
- Veterans Facilities

MMAP (Medicare/Medicaid Assistance Program - 32+ hours training required/provided)

- MMAP Counselor

Memory Walk (2nd Sat. in Nov.)

- Assist with pre-walk fundraising
- Distribute posters
- Greeter
- Pool/rink/sign-in
- Raffle ticket station
- Registration station
- T-shirt distribution
- Yard sign distributions

Mother/Daughter Banquet

- Beverage server
- Cleanup
- Decorating
- Dish washing (with a commercial sanitizer)
- Garnishes
- Greeter
- Kitchen assistant
- Meal prep
- Meal server
- Musical entertainment
- Registration
- Set up/decorations
- Table setting

Noon Meal Program – Gaylord Meal Site (Sun., Mon., Wed., Thu., Fri.)

- 50/50 raffle sales (Wed.)
- Greeter
- Ice pickup/delivery

Noon Meal Program – Gaylord Meal Site (Sun., Mon., Wed., Thu., Fri.)

- Make change
- Meal server
- Meal sign-in
- Salt/pepper/sugar shaker cleaning
- Silverware wrapping
- Table cleaning/setting

Noon Meal Program – Johannesburg Meal Site (Mon., Wed.)

- Kitchen assistant
- Meal sign-in/money
- Site coordinator sub

Noon Meal Program – Vanderbilt Meal Site (Tue., Wed., Thu.)

- 50/50 raffle sales
- Kitchen assistant
- Meal sign-in/money
- Musical entertainment
- Site coordinator sub

Office Assistant

- Data base entries
- Distribute flyers
- Event reminder calls
- Mailings

Otsego Haus (Adult day services facility)

- Game assistant
- Garden box gardening
- Hair care
- Kitchen assistant
- Men's Club
- Musical entertainment
- Music therapy
- Snow Shoveling
- Spring/Fall Cleanup
- Visit with clients

Parkinson Support Group (4th Thu. of the month)

- Meeting reminder calls (From home - 4th Wed. of the month)
- Refreshment transportation, setup, cleanup

Pizza Saturday (Noon - 4th Sat. of the month)

- Meal sign-in/cashier
- Pizza server
- Supervisor

Reassurance Call Program (From Home – RSVP volunteers preferred)

- Substitute caller
- Volunteer contact
- Weekly caller

Reminiscence Group

- Meeting reminder calls (From home – 2nd, 4th Thu. of the month)

Senior Project Fresh

- Meeting hostess
- Meeting reminder calls

Shopping Assistance (Alten Zimmer Center Residents)

- Shopping for homebound seniors (Thur.)

Talent Night (4th Fri. night in Feb.)

- Greeter
- Refreshments server
- Stage hand

Tax Assistance Program (Tue., Feb. – Apr.)

- Receptionist
- Tax preparer (RSVP Volunteers only – training required/provided. Paper returns only.)

TAP (Technologies and Aging Project)

- Computer instructor
- Computer tutor
- Participant recruiter

Trip Program

- Client assistant
- Host/hostess

Walking Program

- Client assistant
- Leader