

Volunteer Application



Name: _____

Email: _____

Address: _____

City/State: _____

9-digit Zip: _____

Phone: _____

Employer: _____

Title: _____

Administrative Help

- Answer phones/Reminder Texts
Thursdays 8-12 12-4
- Audit member files for missing data
Tuesdays 8-12 12-4
- File documents into member files on
Wednesdays 8-12 12-4
- Managing Editor for Newsletter - from home –
publication deadline 1st of the month
- Managing Editor for Website – from home –
publication deadline 1st of the month
- Phone calls to members as follow-up –from home
- Type application data into the computer
2nd Tuesday of the month 8am – 2 pm
- Write articles for the Newsletter –from home

Advocacy

- Attend court hearings in support of HELP members
- Attend political rally's supporting/opposing legislation
- Call politicians in support/opposition to legislation
- Email politicians in support/opposition to legislation
- Host forums about legislation for family and friends
- Write letters to politicians

Education

- GED class
- GED one-on-one tutoring
- Host Information Sessions about the problems of
returning citizens for family and friends

Emergency Babysitting

- Name on the list of contacts for emergency child care
so that members can maintain employment – should
be a rare event

Fundraising

- Collect names and addresses of individuals who may
support the program if asked.
- Establish a regular donation (even \$5 per month
helps)

Job Assistance

- Attend Job Fairs to collect information about
companies and help send to members
- Cold call employers to set up a meeting with the HR
Director for the Program Manager
- Set up a meeting between the Development Director
and your Human Resources Department Head
- Transport members to Job Fairs

Member Support

- Email incarcerated individuals
- Send funds to incarcerated individuals
- Visit incarcerated individuals

Mentoring

- Serve as a mentor to program members

Professional Services to the HELP Program

- Accounting services for the HELP Program
- Legal advice for the HELP Program

Professional services to Members

- Civil attorney
- Defense attorney
- Family Law attorney
- Notary

Your ideas:

The mission of the HELP Program is to inspire hope in those who have been convicted of a felony, by providing a caring community of support as well as the tools, education and resources they need to find and maintain employment and become fully self-sufficient and contributing members of our society.