

the compassion to care, the leadership to conquer

St. Louis Chapter
 9370 Olive Blvd.
 St. Louis, MO 63132
 Phone (314) 432-3422
 or (800) 272-3900
 Fax (314) 432-3824

Southeast Missouri Office
 2411 Abbey Road
 Cape Girardeau, MO 63701
 Phone (573) 332-8170
 or (800) 980-9080
 Fax (573) 332-8177

www.alzstl.org
24-hour Helpline 800-272-3900

Illinois Office
 222 Goethe Avenue
 Collinsville, IL 62234
 Phone (618) 346-4073
 Fax (618) 346-4075

VOLUNTEER PROFILE

Section One: Personal Information

Name _____ Home Phone (_____) _____

Address _____ Cell Phone (_____) _____

City _____ State _____ Zip _____ Fax (_____) _____

Place of Work/ School _____ Position/ Year in School _____

Work Phone (_____) _____ County _____

Email Address (*print clearly*) _____ Date of Birth: _____

In case of an emergency. (This information must be completed before beginning volunteer service.)

Please contact _____ Phone _____

Relationship to volunteer _____

Mark all that apply:

___ Family member; my _____ has / had Alzheimer's disease

___ Friend of a person with Alzheimer's disease _____ Community Supporter

___ Student interested in learning more through volunteer service _____ Health Care Professional

I am seeking fulfillment of mandated community service hours **or** an internship/practicum: [] Yes [] No

School: _____ Degree/ Program: _____ Hours needed: _____

In order to improve our services and identify what cultural/ethnic groups are represented in our volunteer force, the Alzheimer's Association collects the following demographic information. This information is optional, and does not in any way affect volunteer placement. **Ethnicity:**

___ African-American

___ American Indian / Native American

___ Asian

___ Caucasian

___ Eastern Indian

___ Hispanic or Latin American

___ Pacific Islander

___ Other: _____

___ Prefer Not to Answer

Applicant's Signature _____ Date _____

Section Two: Skills and Experience

1. Please list and describe previous school, work, life, and volunteer experiences that may relate to volunteer work at the Alzheimer's Association. Do you have any professional/ social memberships?
2. What skills or abilities do you have that might be useful as a volunteer? (Feel free to attach additional sheets. Resumes are always appreciated.)
3. Are there any jobs you dislike or are uncomfortable performing?
4. What hobbies do you enjoy?
5. What interests you about volunteering with the Alzheimer's Association, and how did you learn about us?
6. Please indicate which days and hours you are available to volunteer:
M Tu W Th F Sa Su Hours _____
7. All volunteers are required to attend Basic Training within their first 90 days of service. Are you willing to attend a two-hour training session? Please note: special arrangements can be made for rural volunteers. Specialized jobs (*Helpline, Speaker's Bureau, Support Group Facilitator, Outreach Ambassador*) require additional training.
 Yes No

Section Three: Sample Volunteer Activities

Directions: Please check the top five areas that most interest you.

Accounting/ Bookkeeping

Assist with preparing deposits, tracking finances, photocopying checks, filing, and processing charge cards. May be asked to handle numerous transactions at special events. Experience and background check required.

Alzheimer's Young Ambassadors

Mid-20s to late-30s young professionals who further awareness of AD and the association. Help plan fundraisers, event support, ticket sales, and community visibility. An active and dedicated social and awareness group.

Community Resources

Place phone calls, send faxes, and do Internet searches to keep resource database updated. Make changes and update sheets in database. Work with a staff and/or committee liaison.

Computer: Data Entry

Perform data entry into a number of computer programs including: Results Plus, Volunteer Works, Excel, and Access. Training provided for each program. Available at all offices.

Computer: Typing

General office assistance in typing memos, minutes, letters, or other assorted tasks. Available at all offices.

Coordinating Special Events

Committee member for an association sponsored event. May help with any of the following: Contacting sponsors, organizing guest lists, picking up donations, arranging logistics, publicizing event, or other duties needed to organize an event. All areas.

"Day-Of" Special Event Support

Serve at periodic events to help with logistics, set up, tear down, provide support and general assistance anywhere it is needed. Great for groups or people looking for an "as-needed" commitment. Volunteers needed in all areas at a variety of times per year.

Delivering Items

Pickup and transport donations, event supplies, or other items. Volunteers work on an as-needed basis. All areas.

Graphic Design

Help on as-needed basis to create flyers, pamphlets, invitations, newsletters, or other graphic projects using Word, Photoshop, Illustrator or other specialty software. Experience required.

Health Fair Representative

Serve on an as-needed basis to staff information tables at local venues to educate people about Alzheimer's disease and association services. Includes set up, tear down, handing out materials, and answering questions. Training and materials provided. Needed in all geographic areas.

Helpline Telephone Consultation

Provide phone support to callers by answering questions, listening, and addressing concerns about Alzheimer's disease, community resources, and chapter services. Extensive training is provided, and a minimum of 6-month commitment for 4 hours a week is required. Available in St. Louis, Collinsville, and Cape Girardeau.

Legislative Support/Advocate

Use script to make phone calls to legislators, write emails and letters about legislation, and participate in the annual Memory Day lobby day in March. Training and supervision provided. Volunteers can work from home as they are available.

Let's Talk Program Assistant

Help people with memory loss make friendly phone calls to others with early stage memory loss. Program assistants help dial phones and assist the callers. Volunteers work every other Saturday from 10-1pm (3 hours/week). On-call substitutes also needed.

Library Services

Welcome visitors, organize materials, light data entry/typing, make photocopies, dub videos, make phone calls, sell and loan material, and track items. Available at all offices.

Office Volunteer

Assist with clerical tasks which may include filing, copying, typing, answering phones, follow-up calls, stocking supplies, recycling, assembling packets and mailings, shredding, using the Internet, or others. Training is provided to operate equipment. All locations.

Outreach Ambassador

Get involved in your local community! Distribute information or schedule meetings with groups and civic leaders. You select the time commitment and manner in which you are involved. Training, direction, and support are provided. Volunteer ambassadors are especially needed in our rural and outreach areas.

Receptionist

Greet guests, answer phones, and direct callers to appropriate staff through phone procedures. May help run postal machine and prepare outgoing mail. Training and support provided. Available at all offices during business hours.

Photography

Experienced photographer to take photographs at special events and provide digital photos on a CD for chapter use. Volunteers work on an as-needed basis.

Sharing Special Expertise

Ideal for people who want to share special skills with the association. Open to most areas of expertise. Examples include: legal knowledge, financial expertise, human resources, landscaping, art, musical talent (band, piano, etc), or others. Work is on an as-needed basis.

Speaker's Bureau

Represent association at speaking engagements and present information on a variety of AD-related topics. Must bring knowledge of the subject matter (from professional or personal experience), comfortable with public speaking and an experienced presenter. Training, support, and materials provided. Must stay current on research and topics. Volunteers work on an as-needed basis and are needed in all areas.

Support Group Facilitator

Host an approved group at a location, and manage publicity, contacts, follow-up, and referral to chapter services. Report monthly statistics, display association materials, and maintain order of the group. Advanced training required, support and follow-up provided. Needed in all areas.

Other

If not listed, include notes on how you would like to get involved. _____

**THANK YOU FOR YOUR INTEREST IN BECOMING AN
ALZHEIMER'S ASSOCIATION VOLUNTEER!**



the compassion to care, the leadership to conquer

Section Four: Statement of Confidentiality

Confidential information is personal information that has been shared with the association for the purpose of service delivery, as well as personal/ financial information regarding donor contributions. It is the individual's right that such information will be safeguarded by the association's staff and volunteers.

The association shall maintain confidentiality as follows:

1. All written and electronic records that identify individual service recipients and donors are confidential and may be used by designated staff and volunteers for the services, program monitoring and/or development purposes only.
2. Records that identify individual recipients and donors shall not be made available to any other individual, agency, or organization without either written permission from the recipient, donor, or a legal representative of the individual, or judicial process.
3. Computer access to confidential records will be safeguarded through restricted file access limited to designated staff and volunteers.
4. Upon termination of my service/employment, I will deliver to the association, and not keep or deliver to any other person or entity, any and all items and copies of items containing confidential information.

I have read and agree to comply with the Alzheimer's Association policy regarding confidentiality.

Name *(Please Print)*

Position/Role *(Volunteer)*

Signature

Date

Please return completed Volunteer Profile to: Jennifer Phillips / Volunteer and Community Education Coordinator / Alzheimer's Association / 9370 Olive Boulevard / Saint Louis, Missouri 63132 or by fax at 314-801-0377.