

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 _____

Connection (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 _____

Ethnicity: 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.

- | | | |
|-----------------------------------------------------|-----------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> African-American | <input type="checkbox"/> Caucasian | <input type="checkbox"/> Pacific Islander |
| <input type="checkbox"/> Am. Indian/Native American | <input type="checkbox"/> Eastern Indian | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Hispanic or Latin American | <input type="checkbox"/> Prefer Not to Answer |

Applicant's Signature _____ Date _____

(Parent/guardian must sign for minor. If completing this form electronically, your e-signature is required by typing your name on the signature line.)

Section Three: 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. Background check may be required.

Alzheimer's Young Ambassadors/ Young Professionals

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.

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.

Computer: Typing

General office assistance in typing memos, minutes, letters or other assorted tasks.

"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. 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, 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 a one year commitment for 4 hours a week is required.

Legislative Support/Advocate

Use script to make phone calls to legislators, write emails and letters about legislation, and participate in the annual Memory Day 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 10-1p.m. (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. Regularly scheduled shift preferred.

Office Volunteer

Assist with clerical tasks which may include filing, copying, typing, answering phones, follow-up calls, stocking supplies, recycling materials, assembling packets and mailings, shredding, using the Internet or others. Training is provided to operate equipment. Computer experience preferred but not required.

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 during business hours, and a regularly scheduled weekly shift is preferred.

Photography

Experienced photographer to take photos at special events and provide digital photos on a CD for Chapter use. Use of own camera is preferred. 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. Some positions may require a background check.

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 related topics. Volunteers work on an as-needed basis and are needed in all areas.

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. Volunteers needed in all areas.

Support Group Facilitator

Host a group at an approved 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. Background check required. Volunteers are needed in all areas.

Other

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

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, 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 / E-Signature

(Parent/guardian must sign for minor. If completing this form electronically, your e-signature is required by typing your name on the signature line.)

Date

Please return completed volunteer profile to:

Debbie Eldridge, Volunteer Coordinator
debbie.eldridge@alzstl.org
Fax: 314.801.0377

Alzheimer's Association St. Louis Chapter
9370 Olive Blvd.
St. Louis, MO 63132