

## 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 (\_\_\_\_\_) \_\_\_\_\_ Best way to reach you? \_\_\_\_\_  
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 community service hours/ practicum for school [ ] Yes [ ] No

School: \_\_\_\_\_ Degree/ Program: \_\_\_\_\_

Hours needed: \_\_\_\_\_ Hours to be completed by: \_\_\_\_\_

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  Eastern Indian  
 American Indian / Native American  Hispanic or Latin American  
 Asian  Pacific Islander  
 Caucasian  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 use 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** \_\_\_\_\_

## Section Three: Sample Volunteer Activities

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

### Alzheimer's 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. A social and awareness group.

### Community Resources

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

### Computer: Typing and Data Entry

General office assistance in typing memos, minutes, letters, or other assorted tasks. Perform data entry into a number of computer programs including: Excel, Access, etc. Training provided for each program.

### 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, staff support, or 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

Create flyers, pamphlets, invitations, newsletters, or other graphic projects using Word, Adobe, Publisher, and other specialty software. Experience required. Volunteers can work a set schedule or on an as-needed basis.

### Health Fair Representative

Serves 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 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 1-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 lobby day in March. Training and supervision provided.

### 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.

### Memory Day Participant

Travel to Jefferson City in March to lobby for legislation to improve life for seniors and those living with AD. Once a year volunteer, can combine with other jobs. Transportation and training provided.

### Office Volunteer

Assists with general tasks to help the association office function. 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.

### Outreach Ambassador

Spread word about AD and association services in own community. This includes distributing information and scheduling meetings with local doctors, pharmacists, and civic leaders. You select the time commitment. Training, direction, and support are provided.

### Phone Calling or Receptionist

Assist making phone calls according to a script. All information provided. May also answer phones and direct callers to appropriate staff through phone procedures. Training and support provided.

### Photography

Experienced photographer to take photographs at special events and develop/ provide negatives for developing. 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, banking, human resources, web design, computer programming, 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 be 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. Needed in all geographic 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.

### Writing

Projects include e-newsletter copy, thank you notes, letters, article summaries, or others. May interview subjects to write articles. Work is mostly independent, though supervision is provided. Experience required.

### Other

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

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**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.

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**Name (Please Print)**

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**Position/Role (Volunteer)**

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**Signature**

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**Date**

**Please return completed Volunteer Applications to:**  
Special Events Coordinator / Alzheimer's Association / 1500 S Glenstone /  
Springfield, Missouri 65804.