**Volunteer Application Questions**

\* Indicates a required question

First Name: \*

Last Name: \*

E-mail Address: \*

Phone: \*

Street Address: \*

City, State, ZIP: \*

Birth Date (Month, Day, Year): \*

Gender Identity: \*

Preferred Pronouns: \*

For demographic purposes only, please describe yourself (select all that apply):

* American Indian or Alaska Native
* Asian
* Black or African American
* Hawaiian Native or Other Pacific Islander
* Hispanic, Latino or Spanish Origin
* White
* Other (please specify):

For demographic purposes only, please let us know your employment status (select all that apply):

* Employed full time
* Employed part time
* Not presently employed
* At-home parent/caregiver
* Retired
* Student (college, graduate or technical program)

If you are employed full or part time, please state your occupation:

I speak the following languages in addition to English and would be willing to be paired with a friend who prefers to communicate in this language:

* Arabic
* Chinese (please specify dialect):
* French
* German
* Italian
* Japanese
* Korean
* Russian
* Spanish
* Other (please specify):

I heard about the Friendly Calls Program through:

* Friend or family member
* Google search for volunteer opportunities
* Social media
* Website (please specify):
* Community organization (please specify):
* College or university (please specify):
* Other (please specify):

Hobbies, Skills, Interests (select all that apply):

* Art
* Cooking
* Crafts
* Current events
* Exercise
* Games
* Movies
* Music
* Pets
* Reading
* Religious life
* Shopping
* Television
* Walking
* Writing

Why are you interested in volunteering with the Friendly Calls Program? \*

Please describe any previous experience with older adults or individuals with disabilities (either family members or in a volunteer or professional setting)? \*

How will you fit your volunteering with the Friendly Calls Program into your routine for the eight-week series? \*

Have you, since attaining the age of 18, been convicted of a criminal offense?

* No
* Yes

Please upload a photo of the front side of your U.S. government-issued I.D., such as a driver’s license, state nondriver I.D. or passport. The system you are uploading to is secure and access to the information is limited. \*

**Volunteer Reference Form**

\* Indicates a required question

I am providing a reference for the prospective Friendly Calls volunteer named below: \*

Volunteer Name:

Instructions

The applicant named above would like to volunteer for the Friendly Calls Program. This program matches each volunteer with an older adult, a person with disabilities or a caregiver for a series of eight weekly social telephone calls. Information submitted in support of this application is confidential. This program does not provide applicants with access to their application records. We value your comments highly and ask that you complete the form with the knowledge that it may be retained in the volunteer’s file.

If you are unable to complete the reference form online, pleasecontact (insert contact name and details).

We are grateful for your assistance.

First Name: \*

Last Name: \*

E-mail Address: \*

Phone: \*

How long have you known the applicant? \*

* Less than 1 year
* 1-2 years
* 3-5 years
* More than 5 years

How do you know the applicant? \*

* The applicant is/was an employee/direct report.
* The applicant is/was a coworker/professional colleague.
* The applicant is/was one of my students.
* The applicant is a friend.
* Other (please explain):

Please rate the applicant’s dependability and reliability: \*

* Excellent
* Good
* Fair
* Poor

Please rate the applicant’s communication skills: \*

* Excellent
* Good
* Fair
* Poor

Please rate the applicant’s ability to follow organizational rules and guidelines: \*

* Excellent
* Good
* Fair
* Poor

How well does the applicant adapt to different situations and personalities? \*

* Excellent
* Good
* Fair
* Poor

What are the applicant’s strengths? \*

What are the applicant’s weaknesses? \*

Overall, do you recommend the applicant for the Friendly Calls Program? \*

* Yes
* No

Please feel free to provide any additional relevant information in the space below.

**Volunteer Agreement**

This Agreement confirms the terms and conditions of your volunteer service with the Friendly Calls Program operated by (insert name of agency). Please review the information carefully, sign it and return it via e-mail to (insert name and e-mail address of Program Manager).

As a Friendly Calls volunteer, I agree to:

* Participate in required training and follow all guidelines set forth for participation in the program.
* Adhere to all local, state and federal laws and behave with the highest level of professionalism and integrity in all my interactions in this program.
* Preserve the confidentiality of information about program participants that has been entrusted to me.
* Avoid disclosing identifying information about myself.
* Not use my volunteer status for personal, business or financial gain.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Volunteer Call Log**

Please print or download this form and use it to track your Friendly Calls. When you have completed your log, please send it to the Program Manager via e-mail. This log is for one eight-week call series. Should you and your new friend choose to continue your calls beyond that initial commitment, please use a separate log for each subsequent eight-week period.

First Name:

Last Name:

E-mail Address:

Phone:

Name of friend: \*

How long have you and your friend been participating in Friendly Calls?

* We just completed our first eight-week call series.
* We just completed our second eight-week call series.
* Other (please specify):

|  |  |  |  |
| --- | --- | --- | --- |
| **Call** | **Day of Week** | **Date** | **Approximate Length (in minutes)** |
| Introductory Call (only for the first eight-week series) |  |  |  |
| Call 1 |  |  |  |
| Call 2 |  |  |  |
| Call 3 |  |  |  |
| Call 4 |  |  |  |
| Call 5 |  |  |  |
| Call 6 |  |  |  |
| Call 7 |  |  |  |
| Call 8 |  |  |  |

Please return this form to the Program Manager at (add e-mail address) within one week of completing your call series.

Thank you!

**Volunteer Feedback Form**

\* Indicates a required question

Thank you for participating in the Friendly Calls Program. We hope that you have enjoyed your experience thus far. You are receiving this form because our records show that you are coming to the end of an eight-week call series. This may be your initial call series, or you may be on to a second, third or later series of calls. We would appreciate your feedback about the program. This is also the place to let us know if you would like to continue speaking with your friend beyond your current eight-week commitment.

First Name: \*

Last Name: \*

E-mail Address: \*

Phone: \*

Name of friend: \*

Date you completed your call series:

How long have you and your friend been participating in Friendly Calls? \*

* We just completed our first eight-week call series.
* We just completed our second eight-week call series.
* Other (please specify):

Overall, how would you rate your experience with Friendly Calls? \*

* Excellent
* Very Good
* Good
* Fair
* Poor

**C** form is sent at each 3-

What are the main reasons for your rating? \*

How have you been communicating with your friend? \*

* Phone
* Video chat, such as Zoom, Skype, Facetime

If you responded “phone” to the question above, would you be interested in video chat?

* Yes
* No

What would be the main barrier to participating by video chat?

Is there anything of serious concern that came up in your conversations with your friend that the Program Manager should know? Please explain.

Would you and your friend like to continue Friendly Calls for an additional eight weeks? \*

* Yes, I am interested and will arrange this with my friend.
* Yes, I am interested, but I would like the Program Manager to get in touch with me prior to continuing my calls.
* No, I am not interested in further calls with my current friend, but I would like to be matched with another participant for another eight-week series of Friendly Calls.
* No, I am not interested in continuing with the program.

Thank you for your feedback!