



8912 Spanish Ridges Avenue, #200, Las Vegas, NV 89148 \* 702-570-7214 \* [www.project150lv.org](http://www.project150lv.org)

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## Volunteer Sign Up

Please complete this application form if you are interested in becoming a Project 150 volunteer.

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

Title - Choose: Dr. Mr. Mrs. Ms. \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Will you need documentation to verify that you volunteered at Project 150? If so, please indicate number of hours needed and whether hours are court ordered, work related, or school related. If your hours are court ordered, please make sure to list your officer's name and phone number.

### Emergency Contact (optional)

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

Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

### Statement of Confidentiality

Project 150 requires that strict confidentiality be maintained with respect to all information obtained by volunteers concerning the organization, as well as the clients and others they serve. The volunteer shall not disclose any information obtained in the course of his/her volunteer placement to any third parties without prior written consent from Project 150. This includes but is not limited to information pertaining to financial status and operations such as budget information, fundraising events, donations of money or gifts in kind, salary information, and information pertaining to clients, staff or other volunteers.

No information concerning any volunteer will be divulged without prior written consent of the volunteer. This includes addresses, telephone numbers, etc. Failure to comply with the confidentiality policies of the organization may result in disciplinary actions, including the dismissal of the volunteer.

I understand the above and agree to uphold the confidentiality of these matters both during and following my volunteer service with Project 150.

## Volunteer Intake Form

Volunteer Name: \_\_\_\_\_

Volunteer Address: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Volunteer e-mail: \_\_\_\_\_

Person to Call in the Event of an Emergency: \_\_\_\_\_ Phone \_\_\_\_\_

Placement:

1. I am willing to assist with the following tasks

- Receptionist
- Data entry/light clerical work
- Writing articles for newsletter, proofreading publications
- Phone calls to volunteers, clients or donors
- Facility maintenance workdays (painting, carpentry, etc.)
- Conducting research for development staff
- Organizing small parties and special events
- Hand addressing envelopes to benefit events
- High School Liason
- Pickup and Delivery
- Other task(s) (describe)

2. I have the following special skills to contribute:

3. I am available to help at the following dates and times:

4.

Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Mornings  Afternoons  Evenings

Any specific hours? \_\_\_\_\_

Would you prefer to help occasionally? \_\_\_\_\_

5. Describe what you want to get from your volunteer experience:

- Increase my skills in \_\_\_\_\_
- Meet new people; professional networking
- Social events
- A sense of giving something back, of contributing to a good cause
- Interest in/education in the work the organization does
- Association with people I admire
- Other





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### **Release of Liability**

I understand in my connection with my voluntary involvement with Project 150, that I am insured with respect to Project 150's General Liability and Excess Liability policies. This policy provides coverage for Bodily Injury and Property Damage for negligent acts by third parties; however, any work that is performed as a volunteer is at the volunteer's own risk for injury, accident, disease or illness to himself or herself. Project 150, its Board of Trustees, Executives and Employees shall be held harmless for any acts performed by its volunteers.

I hereby agree to hold harmless and indemnify Project 150, its officers, and directors, employees, agents, and volunteers from all claims, suits, demands, and actions for injuries sustained to my person and/or property as a result of my involvement in such activities; including any claims based on negligence. I hereby attest that my attendance and involvement in such activities is voluntary, that I am participating at my own risk, and that I have read the foregoing terms and conditions of this release. In addition, I agree that I will comply with all applicable federal, state, and local laws while serving as a volunteer for Project 150.

### **Photo Consent**

I agree to allow Project 150 unrestricted use of photographs taken of me and/or my child in the course of participation in activities sponsored by Project 150 or a local participating agency of the Project 150 network.

I understand that Project 150 intends to use such photographs only in connection with official Project 150 publications and documents.

### **Registration**

I understand and agree that submitting this application form does not automatically register me as a Project 150 volunteer, and that there may be certain qualifications I must meet, including the acceptance of established volunteer policies and procedures before I may begin volunteering.

By signing this form, I attest that the information I have provided on the form is true and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
If a minor, Guardian's Signature

AGREED AND ACCEPTED TO:

By \_\_\_\_\_

Don Purdue, President  
Project 150

\_\_\_\_\_  
Please Print Name