

**San Damiano Retreat  
Volunteer Application**

Today's Date \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ CA: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Birth Date: (Optional) \_\_\_\_\_

**Interests/Skills** (Please indicate circle which interests/skills you would be willing to share as a volunteer):

- Receptionist/Answering phones
- Bulk Mailings (3 times a year)
- Trail Cleaning
- Event Planning/Participation
- Grant writing/Research
- Fall Fundraiser
- Weekend Church Sales (7:30 to 1)
- Spring Golf Tournament
- Gardening (what type, ie weeding, pruning, landscaping, trail cleaning)

Foreign Languages: \_\_\_\_\_

Would you care to be trained in other volunteer jobs listed? Yes or No

Approximately how many hours can you give a month? How often: Daily Weekly Bimonthly Monthly

**Availability:** check the square or write down hours of availability

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Daytime							
Evening							

Please list 2 References who can speak about your work, paid or volunteer.

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

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

**Emergency Contact**

Person: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

**Subjects for Orientation:**

- Usual volunteer hours are worked between 8:30 and 4 Monday through Friday
- The volunteer will be introduced, if possible, to the director before they begin working.
- The volunteer will be introduced to the administrators and supervisors in the first few days of working.
- Meals are available to volunteers during the hours they are working.
- The "Community Time" of the friars should be respected in the dining room at breakfast and dinner.
- Particularly when working at the front desk, volunteers should be aware of confidentiality of the friars and staff.
- Volunteers should be respectful of all guests and their requests.
- Due to the nature of the many different retreats and people here, volunteers should be hesitant to approach guests and enter meetings rooms.
- Abuse Reporting
- Ultimately, the Franciscans here, employees, and many volunteers welcome you and thank you for your supporting in this service and ministry.

Signature of Person Welcoming and Orienting the Volunteer: \_\_\_\_\_

Signature of Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_