



Volunteer Application

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: (____) _____ Cell Phone: (____) _____

Email: _____

Date of Birth: _____

Preferred way of contact: Home Phone Cell Phone Email

Thank you for your interest in volunteering with The Open Link! We rely on people like you to help us help our neighbors in need. Please complete the entire volunteer application form. All volunteer applicants 18 and older are required to submit a criminal background check. Please see instructions on obtaining this clearance on page 4.

Please mark any volunteer activities that interest you:

- Administrative Support/Front Desk/Data Entry
- Community Food Pantry/Food Pick-up
- Special Events/Holiday Program
- Technical/Computer Support
- Job Search Program
- Summer Food Service Program
- Meals on Wheels Packer and/or Driver *
- Domestic Violence Task Force
- High School Equivalency (HSE) Program
- Transportation Assistance Program (TAP) *
- Volunteer Instructor/Educator

***Meals on Wheels and TAP drivers are required to submit a copy of their driving record. The fee for a copy of this record is \$10 and can be obtained online at the following link: <https://apps.pa.egov.com/idr>. PLEASE submit a copy with your volunteer application if you are interested in either of these opportunities.**

*** The Open Link would be happy to assist you with the application process and/or the fee. Please contact Volunteer Coordinator Tammy Styer at 215.679.4112 or volunteers@theopenlink.org.**

Please list any special training, skills, hobbies that will help The Open Link find the best volunteer opportunity for you. Please also include any volunteer work you have done in the past:

The Open Link greatly appreciates the support of our community, and volunteering provides an opportunity to meet and work with other wonderful volunteers. Thank you again for your interest in becoming part of our team.

I certify that the information in this application is true and correct to the best of my knowledge. I understand that my application and all the information contained herein will be held in strict confidence by The Open Link.

Signature

Date

If you have any questions about volunteering please contact the Volunteer Coordinator, Tammy Styer, at 215.679.4112 or email at volunteers@theopenlink.org. Please return the application to either location. Thank you.

The Open Link Main Office:

452 Penn Street
Pennsburg, PA 18073
215.679.4112

The Center at The Open Link:

517 Jefferson Street
East Greenville, PA 18041
215.679.6550

www.theopenlink.org



Volunteer Opportunities

General

Administrative Support/Front Desk/Data Entry: Answer telephone, greet visitors, record data, prepare mailings, copying and filing, collect Redner's receipts and add totals, etc. You can pick and choose from these task options. You will not have to do all of them (training provided).

Publicity: Assist with design of flyers, bulletin boards, etc.

Technical/Computer Support: Help to support and trouble shoot with computer issues and problems.

Grants/Online Research: Help with writing grants and researching grant opportunities.

Food and Nutrition

Meals on Wheels Packer and/or Driver: Help pack and/or deliver meals to those in need. Meals on Wheels drivers must have current valid driver's license, auto insurance and submit a copy of their driving record. **Driving records may be obtained at the following link** <https://apps.pa.egov.com/idr>

Community Food Cupboard: Count and shelve food donations, check expiration dates, pick-up donations at local stores and help clients shop for food.

Summer Food Service Program: Provide free lunches and fun and educational activities to children in the Upper Perkiomen School District during the summer. **PA Child abuse clearance must be obtained prior to volunteering in this program. This can be obtained at the following link:** <https://www.compass.state.pa.us/cwis/public/home>

Community Services/Education

High School Equivalency Preparation Program: Serve as a classroom aid or provide individual tutoring to adult students age 17 and older who are preparing to take the HiSET (formerly GED) test. Subjects include: reading & writing, math, social studies and science.

Job Search Program: Help others create resumes and search for job openings using a computer.

Domestic Violence Task Force: Raise awareness about domestic violence by attending bi-monthly meetings and assisting with group projects.

Transportation Assistance Program (TAP): Transport individuals to and from medical appointments. Drivers must have current valid driver's license and auto insurance and submit a copy of their driving record. **Driving records may be obtained at the following link** <https://apps.pa.egov.com/idr>

Special Events/Holiday Program

Help plan and execute annual events by serving on a committee. Our special events include: Penny Auction, Membership Drive, Community Partnership Breakfast, Brunch & Silent Auction, Information Booths, etc. In addition, we always need extra hands around the office during the holidays. Volunteers with the holiday program can help families shop in our Christmas room, sort and organize large donations, etc.

Policy for The Open Link volunteers

What Clearances are needed?

PA Access to Criminal History (All Volunteers)

<https://epatch.state.pa.us/Home.jsp>

The cost for this clearance is now FREE for volunteers. Instructions for this clearance after clicking the link above:

1. Choose New Record Check – Volunteer
2. Read the Volunteer acknowledgement section, check the box and hit “Accept”
3. Complete the fill in blocks that are marked in **Red**
4. Hit “Proceed”
5. Complete the next section with your Name, DOB, SS# and then “Enter this request”
6. Click “Finished”
7. Then “Submit”
8. Save the history to your computer
9. Email a copy to volunteers@theopenlink.org

PA Child Abuse History Clearance (Volunteers working with minors)

<https://www.compass.state.pa.us/cwis/public/home>

The Pennsylvania Act 153 Volunteer Compliance Policy applies to all adults (age 18 and older) applying for or holding an unpaid position as a volunteer at The Open Link.

According to Pennsylvania Act 153, as of Aug. 25, 2015, all adult volunteers at The Open Link are required to obtain the certifications listed prior to commencement of service.

Certifications apply to all current and/or potential volunteers having direct contact with minors because they provide care, supervision, guidance or control of children, or have routine interaction with minors at our facility or in sponsored programs, activities or services at a different location and engaged in volunteer-based company business.

Examples of direct contact or routine interaction include, but are not limited to, training and/or working with volunteers under age 18, assisting with programs for children, supervision of minors during receptionist duty, etc. **Mandated by Pennsylvania Act 153, volunteers must renew all certifications every 60 months (5 years).**

Group volunteers

All groups must have at least one adult designated as the Group Leader, and he/she must be present at the time of service. The Group Leader must also submit all required clearances on or before the date of service.

Send required paperwork to volunteers@theopenlink.org and indicate the Group Leader’s name and organization in the message.