



moving women from  
dependency to self-sufficiency

**EVERY WOMAN WORKS, INC.**  
**100 Hannover Park Rd. Suite 200**  
**Atlanta, Georgia 30350-7526**  
**TEL: 770-998-3392, FAX: 770-998-7626**  
[volunteer@everywomanworks.org](mailto:volunteer@everywomanworks.org)

**VOLUNTEER INFORMATION**

NAME: \_\_\_\_\_ DATE \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

**AVAILABILITY**

**FREQUENCY:** Twice a week \_\_\_ Once a month \_\_\_ Twice a month \_\_\_ Other \_\_\_\_\_

**TIME AVAILABLE:** Mornings \_\_\_ Afternoons \_\_\_ Specific Times \_\_\_\_\_

**CHECK AREAS OF INTEREST**

Clothes Closet	Quarterly Newsletter	Saturday Sales
Event Planning	Staffing for events	Event traffic management
Event food, beverage, kitchen	Event and general clean-up	Fundraising
Job Placement	Technology – Computer Asst	Human Resources
Finances	Office Relief	PR – Public Speaking
Donations	Instructors	Spiritual Advisor
OTHER		

**LIST ANY SPECIAL SKILLS AND TALENTS YOU WOULD LIKE TO BRING TO EWW:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Volunteer Policy for Events**

**PURPOSE:**

To provide a standard for every event Volunteer according to the mission of Every Woman Works, Inc. (EWW),

**POLICY:**

Volunteers are considered valuable service providers, who are expected to provide and perform their assigned tasks professionally.

**Thank you for completing this application form and for your interest in volunteering with Every Woman Works, Inc.**  
**You may mail or fax this form to Every Woman Works, Inc. (See address above)**

## **PROCEDURE:**

I. Every volunteer, whether self-referred or referred from EWW's internal system, must complete a volunteer application, which is reviewed by the Volunteer Coordinator.

II. Once volunteer selections are made from the applications and compared to the needs of EWW, the Volunteer Coordinator schedules an interview to meet with the volunteer.

III. Once accepted as a volunteer, if the volunteer will be working directly with the student(s), reference checks are made (3) and a criminal background check is made. **This can be deferred for event volunteers who will only be participating in the following capacity; Food servers, Ushers and Set-up/ break-down volunteers**

## **IV. Volunteers Are Expected To:**

1. Maintain confidentiality. Do not discuss any staff, volunteers or students personal information outside of the EWW Event.
2. To take volunteering as a serious commitment. The success of this program is totally dependent on the reliability of each and every volunteer.
3. Be on time. Dress in professional attire to set an example for the students (Dress for Success always).
4. Bring the priceless gift of enthusiasm with, but leave crisis in the car. Come with a peaceful and good attitude while volunteering.
5. Turn off cell phones while working the Event.
6. Do not give any student your personal/work phone number or address.
7. Do not give money or gifts of any kind to a student.
8. Communication is so important. If a problem is suspected or there are feelings of uncomfortable about anything seen or heard while volunteering, please see the Volunteer Coordinator immediately.
9. Every volunteer will be responsible to provide the necessary materials to the alternate volunteer substitute, the night prior to the scheduled session/event.
10. Courtesy: Everyone will be expected to address each person in a courteous and respectful manner.
11. Arrive at the Event: Work Hours are individually determined by each event.
12. In / Out Sheets: Each volunteer must sign in upon arrival and out at the end of each day or event.
13. Late Arrivals: Unplanned emergencies should be called in two-hour in advance of your volunteer schedule to the office manager, event organizer or volunteer coordinator as applicable. If unable to reach the appropriate contact, please leave a message on our voicemail at **770-998-3392**.

I have read and agree to abide by the terms of the above Volunteer Policy for Events.

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

**Thank you for completing this application form and for your interest in volunteering with Every Woman Works, Inc.  
You may mail or fax this form to Every Woman Works, Inc. (See address above)**