



The Saville Center Volunteer Packet

Thank you for your interest in volunteering for The Saville Center. There are two types of volunteer opportunities at The Saville Center: agency-driven and volunteer driven. Depending on your schedule, your desire for involvement, and your personal needs, the type of volunteer opportunity is totally up to you! However, due to the confidential nature of our work, we do not offer volunteer opportunities that allow direct contact with children and families we serve.

Agency-Driven Volunteer Opportunities

- **Gardening/Plant Flowers:** Have a green thumb? Volunteers needed to plant and maintain flower beds as the seasons permit.
- **Scrapbooking:** Are you an avid “scrapper?” The Saville Center would love to have you take our collected newspaper and magazine articles and turn them into an heirloom treasure.
- **House Maintenance:** The Saville Center needs volunteers who aren’t afraid of a little dirt to help us care for our beautiful facilities!
- **Errands/Shopping:** When you serve as many children and families as we do, the Goldfish Crackers run out pretty quick! We would love to have someone make quick trips to the grocery store or run other errands as needed.
- **Decorating:** Happy Holidays! We need help bringing decorations down from the attic, decorating the house for the holidays, and then help with the post-holiday clean up.
- **Cooking:** Are you a gourmet? Volunteers needed to provide a Friday lunch for the members of our CARES Team (law enforcement, CPS, Medical, etc.).
- **Children’s Projects:** Sometimes children who visit our Center are here for several hours. While they wait, we would love to have a small art project for them to work on. (Example: friendship bracelets, beads, etc.) Could you make up individual project packets for us?
- **Assist with Mail-outs:** The Saville Center does several mailings throughout the year. We need volunteers to assist with labeling, sorting, stamping, and stuffing.

Volunteer-Driven Volunteer Opportunities

These opportunities are the most creative and flexible ways you can get involved. Read about who we are, what we do, and the different ways to fight child abuse in our community. Take a look at our wish list and agency needs. Compare that with your own skills, talents, creativity, and resources. Then let us know how you would like to get involved with our agency. The sky is the limit and your suggestions and time are always welcome!



The Saville Center Volunteer Application

Personal Information

Name (First,Middle,Last): _____ Date: _____

Address: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Date of Birth : _____ Social Security Number: _____

In case of emergency, please contact:

Name: _____ Relationship: _____ Phone #: _____

How did you learn about The Saville Center? _____

Why do you want to volunteer for The Saville Center? _____

What would make you a good volunteer _____

List any special skills that you feel might be an asset (computer, bookkeeping, grant writing etc.)

Have you volunteered for other non-profit agencies? Yes No If yes, organization and dates?

Are you involved or member of other clubs, groups or organizations? _____

Are you currently employed? Yes No Are you currently attending school? Yes No

If yes, name of employer and/or school:

What type of volunteer service or areas do you prefer? What days & times are best for you?

- Errands/Shopping**
- House Cleaning**
- Assist with Mail-outs**
- Decorating**
- Fundraising**
- Children's Projects**
- CARES Lunches**
- Gardening/Plant Flowers**
- Internship**
- Other** _____

Day	Time
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

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Please list two (2) references that are NOT related to you:

Name: _____ **Relationship:** _____ **Phone #:** _____

Name: _____ **Relationship:** _____ **Phone #:** _____

Have you ever been prohibited, reassigned, or asked to leave any position, either as an employee or volunteer, with an organization or agency involving contact with children? ___ Yes ___ No If yes, please explain (including organization and when): _____

Have you ever been indicted or convicted of a misdemeanor? ___ Yes ___ No

Have you ever been indicted or convicted of a felony? ___ Yes ___ No

If you answered yes to either question, please explain: _____

The Saville Center does not accept applicants if they have been convicted, have prior charges, or have charges pending for a felony or misdemeanor involving a sex offense, violent act, child abuse or neglect, or related acts that would pose risks to children or to the Center's ability to provide services.

Volunteer Release of Information and Statement

I acknowledge and understand that with the completion of this application, I give my permission for The Saville Center and its authorized agents to access information with regards to criminal history, employment history, references, and other information that may be appropriate to my qualifications to serve in the volunteer program.

I further understand that The Saville Center has the right to review this applicant's subsequent information, to unconditionally accept or reject my application for volunteer service, and terminate my volunteer placement at any time, and that upon termination, I will return any and all property issued to me by this agency.

I understand and agree to abide by the regulations and policies of The Saville Center which specify that for the protection of all served, *every person is prohibited from disclosing the contents of any communications, records, and/or files*, except for purposes directly connected with the administration of The Saville Center.

If circumstances should prevent me from fulfilling this obligation, I will submit my resignation to the Volunteer Coordinator with as much advance notice as circumstances permit. I also agree to inform The Saville Center if any of the information in my application changes at any time during my participation at the Center.

I understand that The Saville Center will contact my references to obtain information regarding my ability to volunteer for this agency. All of the information on this application is accurate to the best of my knowledge. I understand that a background check will be completed. I further understand that the inclusion of any false information or the omission of any requested information is cause for my immediate dismissal from volunteer placement at The Saville Center.

Signature: _____ Date: _____

**Please mail completed application to:
The Saville Center
Attn: Volunteer Coordinator
P.O. Box 393
Stillwater, OK 74076**

***Upon receipt of your application, your references will be contacted and an interview with the Volunteer Coordinator will be set to discuss your area of interest(s) for volunteering.
Please allow 4 weeks to process your application and background check.***