

Volunteer Application

PLEASE PRINT CLEARLY



The ToolBank collects this information to ensure the best possible volunteer experience. The ToolBank does not sell, rent, or otherwise provide your personal information to outside parties. Please fill out the form fields below. Please email the completed form to trey.bearden@toolbank.org when complete. Your signature (page 2) will be collected in person when you arrive for your first volunteer shift at the ToolBank.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Birth month/day: _____ Favorite tool: _____

Emergency contact: _____

Areas of interest (check all that apply):

Tool repair & maintenance

Office/administrative duties

Tool lending program support

Special events/fundraisers

Inventory management/warehouse

Outreach/marketing

Unique skills/expertise: _____

Available day(s): _____ Available hours: _____

Employer: _____

Does your company support your volunteer efforts with time off or funding opportunities?

Yes

No

If yes, do you know the appropriate contact person with whom we might follow-up?

☐ Name: _____ Phone: _____ Email: _____

How did you learn about the ToolBank? _____

Other volunteering activities you are regularly involved with: _____

Hobbies: _____

ToolBank Volunteer Agreement

Thank you for volunteering with the ToolBank! As a volunteer, you are a critical ingredient to the success of the ToolBank. You are so valuable that we designed this agreement to help you achieve the very best volunteer experience possible. Complementarily, the ToolBank is committed to providing the very best customer service to our community. As a ToolBank volunteer, you will periodically represent our organization. This agreement is designed to clarify the expectations of our volunteers, to ensure that we maintain the core values of the ToolBank. If you have any questions, please direct them to the ToolBank executive staff.

ToolBank commits to the following:

- To provide adequate information and training so you may meet the expectations as described in your volunteer job description.
- To assign you with a designated staff contact who will provide you with regular support and supervision and act as a 'go to' person.
- To treat you with respect and courtesy at all times.
- To be receptive to any comments and feedback from all our volunteers.
- To value and recognize all volunteers as a significant resource in achieving the goals of the ToolBank.

I, the Volunteer, commit to the following:

- Recognize that safety is a priority at the ToolBank, and commit to working safely, which includes using safety gear when required. I will report all accidents and injuries to ToolBank staff, however insignificant. And if I perceive a hazardous condition, I will report it to staff immediately.
- To fulfill my role as outlined in the assigned volunteer job description, and to perform my volunteer role to the best of my ability.
- To follow the ToolBank's policies and procedures.
- To meet time and task commitments and to provide sufficient notice when not available. I will notify ToolBank staff to let them know if I will be arriving late for my volunteer shift, if I am unable to participate in the scheduled volunteer day, or if I will not complete an assigned task within the time allotted.
- To act in a way that advances the objectives of the ToolBank and that enhances the work of the organization. I recognize that I may, from time to time, publicly represent the ToolBank, and will embody professionalism and exemplary customer service.
- To best focus on the task(s) at hand, I will minimize cell phone use while at the ToolBank.
- To not make any expenditure on behalf of the ToolBank without expressed permission from ToolBank staff.
- Understand that I have the right to decline to perform any task for any reason. I accept that ToolBank staff reserves the right to end my volunteer session if I decline a task and no other tasks are immediately available.

Signature: _____

Print Name: _____ Date: _____

This volunteer agreement is designed to ensure the best possible volunteer experience at the ToolBank. This is not intended to be a legally binding contract between the volunteer and the ToolBank. Neither party intends any employment relationship to be created now or at any time in the future. This agreement may be cancelled at any time at the discretion of either party.