



New Volunteer Information Form

Please Print Clearly

Name:		Email Address:	Birth Date:
Street:		Home Phone:	Cell Phone:
City:		Current Employer* or, If Student, School/City/Grade:	
State:	Zip:	Does your employer have a matching gifts program? ____Yes ____No	
*If Applicable, Employer contact and email address for potential donations of equipment and/or event sponsorships:			
Name: _____ Title _____ Phone #: _____ Email: _____			
<input type="checkbox"/> Please check here if you are volunteering for mandatory community service. If so, you must speak with Kramden Staff before you may begin volunteering			

Volunteer Participation Interests <i>(circle all that apply)</i>			
Focus	Example Tasks	Focus	Example Tasks
General Administration	<i>Database/information mgt. Inventory tracking Accept/process PC donations General office tasks</i>	Warehousing/Inventory	<i>Maintaining inventory Equipment delivery/transport Support sales efforts Support Tech Operations</i>
Development	<i>Grant writing Soliciting donations</i>	Marketing	<i>Graphic/Web design Writing/Communications</i>
Event Planning	<i>Volunteer coordination Logistics and preparation Work with schools/recipients Transport PCs General logistics and support</i>	Tech Operations	<i>Cleaning equipment Refurbishing PCs Loading software Testing parts Troubleshooting/repairing PCs</i>
Tech Development	<i>Technical development Technical writing Process Improvements</i>	Surplus Sales	<i>Testing sales parts /materials Troubleshooting/repairing computers for sale eBay/Craigslist sales</i>
Education	<i>School relations K-12 Government relations Community Relations School Awards</i>	Additional skills relevant to Kramden institute ___ Spanish written ___ Spanish spoken	

How did you learn about Kramden? _____

Kramden Institute may contact me by email, mail and/or telephone for information about activities and volunteer events and has the right to use my name and/or photographic image as a volunteer on its website or other promotional materials. I hereby release, relieve, discharge, indemnify and hold harmless Kramden Institute Inc., its officers, employers and representatives, from any and all liability or claim of liability, whether for personal injury, property damage, or otherwise arising out of or in connection with my participation in Kramden events and other Kramden volunteer activities.

Signature _____ **Date** _____

Parent's Signature (required for Volunteers under the age of 18) _____

For Office Use

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Attended Orientation ___/___/___ Date Started ___/___/___ Date entered into systems ___/___/___

Notes:



Kramden's Code of Conduct and Participation Guidelines

The following Code of Conduct and Participation Guidelines were created to preserve a safe, productive, respectful and positive experience for all Kramden volunteers. Please review and sign this form. If you have any questions, please see a member of Kramden's Administration.

Basic rules: Kramden Volunteers are expected to:

- Arrive on time and work the complete shifts you have signed up for.
- Sign in and out of at the beginning and end of each shift or day.
- Refrain from crude language and inappropriate comments or humor. Kramden 's culture is built on mutual respect, camaraderie, and community.
- Help where help is needed.
- Follow carefully all written procedures and verbal instructions.
- Maintain a clean and organized workspace. Help keep common areas clean
- Wear closed-toe shoes in the back workroom (required). Follow all safety protocols.
- Contributions towards foods and drink are encouraged and greatly appreciated. We recommended a minimum donation of \$3 per person, per event.

Additional participation guidelines:

You may volunteer to work at Kramden weekdays or other times outside of pre-scheduled events with prior approval from Kramden Administration.

Please arrive on time, but no more than 10 minutes before your volunteer shift unless you have made prior arrangements from Kramden Administration.

Volunteers under the age of 18 may work only during pre-scheduled events and work sessions. Minors may not arrive early or participate without a signed parental release and approval from Kramden Administration.

Commercial Park West is a smoke free environment. No smoking is permitted on the property.

I understand and agree to follow the Code of Conduct and Participation Guidelines.

Your Name

Signature

Date

Parent's Name (If Under 18)

Parent's Signature

Date