

Union Station Homeless Services  
**INDIVIDUAL VOLUNTEER APPLICATION**

Thank you for your interest in volunteering with Union Station Homeless Services. Please read and fill out all pages of this application.

**CONTACT INFORMATION**

Mr. \_\_\_ Ms. \_\_\_ Other Title \_\_\_\_\_ Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Telephone: (\_\_\_\_) \_\_\_\_\_ Date of Birth \_\_\_\_\_  
month day year

Work Telephone: (\_\_\_\_) \_\_\_\_\_ Are you UNDER 18 years old?  
 Yes  No

Mobil Telephone: (\_\_\_\_) \_\_\_\_\_ Type of Work/School: \_\_\_\_\_

E-mail: \_\_\_\_\_ Employer/School: \_\_\_\_\_

Union Station sends a quarterly newsletter to our volunteers and donors to keep them informed on our work and issues affecting our clients. Please check this box if you would NOT like to be added to the newsletter mailing list.

**BACKGROUND INFORMATION**

Are you completing required hours for school?  No  Yes  
School Name: \_\_\_\_\_ # of hours required \_\_\_\_\_ Due date: \_\_\_\_-\_\_\_\_-\_\_\_\_

Are you completing court appointed hours?  No  Yes  
# of hours required \_\_\_\_\_ Offense: \_\_\_\_\_ Due date: \_\_\_\_-\_\_\_\_-\_\_\_\_

Agency Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Number: \_\_\_\_\_

Please check any of the following areas you may have experience in or skills you may have:

- Accounting  Arts/Crafts  Computers  Event Planning  Human Resources  Food Service
- Legal  Office  Reception  Class B Driving License  Plumbing/Handyman  Performing Arts
- Childcare  Languages: \_\_\_\_\_  Other: \_\_\_\_\_

What is your current health condition?

- Excellent  Good  Okay  Poor Explain \_\_\_\_\_

**EMERGENCY INFORMATION**

In case of an emergency, whom may we contact? \_\_\_\_\_  
(\_\_\_\_) \_\_\_\_\_  
Phone Number Relationship

I hereby certify that all information included in this application form is true and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# UNION STATION VOLUNTEER OPPORTUNITIES

The following are general areas in which we have volunteer opportunities throughout the year. Please check all areas that interest you:

- ADMINISTRATION**- Office assistance or reception work once or twice a week, Monday-Friday
  - ADVOCACY**- Researching and partaking in homelessness advocacy for specified campaigns
  - ARTS/CRAFTS/COOKING/SEWING**- Teaching arts and crafts to children or adults on a regular or on-call basis
  - PERFORMING ARTS**- Teaching music, theatre, or dance to children on a regular or on-call basis
  - ADULT TUTORING**- Helping our clients with their educational assignments (especially Math and Science)
  - DINNER IN THE PARK** Every year on **THANKSGIVING AND CHRISTMAS**, Union Station and its volunteers serve food to homeless and very low-income families and individuals in Pasadena's Central Park.
    - \_\_\_\_\_ I will donate a **cooked** turkey or ham for (circle one or more):      Thanksgiving      Christmas
    - \_\_\_\_\_ I will donate an **uncooked** turkey or ham for (circle one or more):      Thanksgiving      Christmas
    - \_\_\_\_\_ I will volunteer to **cook** a turkey or ham for (circle one or more):      Thanksgiving      Christmas
  - FACILITIES ASSISTANCE**- Cleaning, painting, electrical, plumbing, weeding, pruning, etc. on an on-call basis
  - FOOD SERVICE**
    - Breakfast @ 412 S. Raymond (Adult Center) – 8-11 a.m.**  
M T W Th F S
    - Lunch @ 412 S. Raymond (Adult Center) – 11 a.m.-2 p.m.**  
M T W Th F S
    - Breakfast @ 825 E. Orange Grove (Family Center) – 7-9 a.m.**  
M T W Th F S
  - MEDICAL ASSISTANCE**- Physical and Mental Health services for clients on a regular basis (must be licensed)
  - LEGAL ASSISTANCE**- Attorney services for clients on a regular basis (must be licensed)
  - IN-KIND DONATIONS SUPPORT**- Assisting in receiving and organizing donations in-kind
  - SOURCES CAREER CENTER**- Clerical support or teaching professionals for our job training program. One morning per week, Monday-Friday
  - SPECIAL EVENTS**- Join a planning committee; prepare for, set up, or volunteer at special events
  - YOUTH ACTIVITIES**- Child care and other youth activities on an on-call basis
  - OTHER:** \_\_\_\_\_
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## UNION STATION VOLUNTEER AVAILABILITY

**What is the time-span during which you would like to volunteer?**

Indefinitely

Only during the following time period: FROM \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ THROUGH \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Which days of the week and times periods ARE ABLE to volunteer? Please circle available slots.**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6-7am	6-7am	6-7am	6-7am	6-7am	6-7am	6-7am
7-8	7-8	7-8	7-8	7-8	7-8	7-8
8-9	8-9	8-9	8-9	8-9	8-9	8-9
9-10	9-10	9-10	9-10	9-10	9-10	9-10
10-11	10-11	10-11	10-11	10-11	10-11	10-11
11am-12pm	11am-12pm	11am-12pm	11am-12pm	11am-12pm	11am-12pm	11am-12pm
12-1	12-1	12-1	12-1	12-1	12-1	12-1
1-2	1-2	1-2	1-2	1-2	1-2	1-2
2-3	2-3	2-3	2-3	2-3	2-3	2-3
3-4	3-4	3-4	3-4	3-4	3-4	3-4
4-5	4-5	4-5	4-5	4-5	4-5	4-5
5-6	5-6	5-6	5-6	5-6	5-6	5-6
6-7	6-7	6-7	6-7	6-7	6-7	6-7
7-8	7-8	7-8	7-8	7-8	7-8	7-8
8-9	8-9	8-9	8-9	8-9	8-9	8-9

**Special notes or irregularities to be aware of regarding my schedule:**

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## ORIENTATION CONCLUSIONS

**After reviewing the current USHS open volunteer needs, I am most interested in the following position(s):**

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**Staff Notes:**

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