



Volunteer Information Packet

Updated 1/24/12

You are our ambassadors...

Dear Volunteer:

Thank you for your interest in supporting Goodwill Industries of Southwest Florida! It would not be possible to accomplish our community's needs without the support of our volunteers.

For over a Century, Goodwill Industries has been helping individuals with disabilities and other disadvantages with the philosophy of a "hand up, not a hand out."



Dr. Edgar J. Helms, our founder, describes Goodwill as "An industrial program as well as a social service enterprise...a provider of employment, training and rehabilitation for people of limited employability, and a source of temporary assistance for individuals whose resources were depleted."

Dr. Helms' vision set an early course for what today has become an internationally known organization helping to enhance the dignity and quality of life of individuals, families and communities through the power of work!

I would like to take this opportunity to also invite you to attend a **FREE** Breakfast with the President. This is an informal (one-hour) get together with our President and CEO. You will hear about Goodwill's programs and services, our mission, and our programs and services. This year, our dates are set at January 12th, March 21st, June 20th and September 19th.

Sincerely,

Natalie Stratta
Interim Volunteer Coordinator
Assistant to Vice President -
Communications and Development
nataliestratta@goodwillswfl.org
Phone: (239) 995-2106, Ext 214

PLEASE PRINT CLEARLY

Records/ Review	
Email Store & LP	
Email/Call VOL	
SAGE	

Contact Information

Printed Name	
Address	
City/St/Zip	
Email Address PRINTED	
Home phone	Cell phone


Availability

Available on : <input type="checkbox"/> Mornings (between 9-11) <input type="checkbox"/> Afternoons (11-4) <input type="checkbox"/> Evenings (4-9)
<input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THUR <input type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/> SUN
Times of year available <input type="checkbox"/> All year <input type="checkbox"/> Summer only <input type="checkbox"/> Snowbird/Winter <input type="checkbox"/> Special events only
Type(s) of volunteering I am interested in <input type="checkbox"/> Festival of Trees Volunteer – (See last page for details) <input type="checkbox"/> Donation or Book Drive – Organize an event in your neighborhood or school. <input type="checkbox"/> Local Events support (Annual Luncheon in May, Golf Tournament in May, Donation drives around Fort Myers) <input type="checkbox"/> Internship in: <input type="checkbox"/> Public Relations/Marketing OR <input type="checkbox"/> Retail (<i>must be majoring in Business/Marketing/PR</i>) <input type="checkbox"/> Retail Store – Specific Location: _____
Total Number of hours needed to complete, if applicable: _____ HOURS

Person to contact in case of **EMERGENCY**

PRINTED Name	Relationship
_____	_____
Cell Phone	Work Phone

Demographic and other information

Are you OVER 16 years of age? _____ Are you still in High School? _____
If under 18 – Guardian Name: _____ Phone _____
All minors under 16 must have a guardian with them at store locations.
 Have you been convicted of any crimes? <input type="checkbox"/> No If Yes, please explain: _____ Please check: <input type="checkbox"/> I have NOT been arrested for theft, sexual offense, any felony, robbery, possession or use of a weapon, physical violence or crimes against children or any other crime that adversely affects the mission/reputation of Goodwill.
Pursuant to the Americans with Disabilities Act, do you require special aides or services? <input type="checkbox"/> No <input type="checkbox"/> Yes
Please explain your NEED and how we can help: _____ _____

Do you shop at Goodwill? ___Yes ___No
Briefly describe what you think our mission is:

Do you donate items to Goodwill? ___Yes ___No

If you are unfamiliar with our mission, please visit us at www.goodwillswfl.org

Agreement and Signature

By my signature, I further understand and acknowledge that:



- I will conduct myself in accordance with the Goodwill Industries Code of Conduct.
- I understand that I am NOT allowed to access any computer.
- I certify that all information in this application is true and complete.
- I give any organization involved with Goodwill Industries of SWFL, Inc. permission to photograph me and use these photographs/videotapes for publicity purposes, unless written notice is received to the contrary.
- If I am hurt, I will report the accident to the HR Department at (239) 995-2106 by the end of that day.
- I have not been arrested for theft, murder, sexual offense, any felony, kidnapping, robbery, possession or use of a weapon, physical violence or crimes against children or any other crime that adversely affects the mission or reputation of Goodwill.
- I voluntarily donate my time for public service and humanitarian objectives.
- I have read the store guidelines page and agree to follow Goodwill's rules.
- Goodwill Industries of Southwest Florida, Inc. reserves the right to terminate my volunteer status at any time as a result of (a) failure to comply with organizational policies, rules and regulations; (b) absences without prior notification; (c) unsatisfactory attitude, work, or appearance or (d) any other circumstances which, in the judgment of the Volunteer Coordinator, would make my continued service as a volunteer not in the best interests of Goodwill Industries of Southwest Florida, Inc.

When beginning your volunteer time, for safety:

- **Please wear closed comfortable shoes**
- **Please wear Khaki pants or Slacks instead of jeans.**
- **Please wear a blue shirt, collared if you have one.**
- **Record your donated hours and make sure they are signed off by a store manager or assistant.**
- **Bring a photo ID**
- **If you are unsure of a policy or procedure while volunteering at the store, please ask your supervisor.**
- **If you will be late or out for the day, please call the store or location and let them know.**

Volunteer signature

Date

Volunteer Coordinator signature

Date

Guardian signature

Date

Natalie Stratta
Goodwill Industries of Southwest Florida
4940 Bayline Drive - North Fort Myers, FL 33917
nataliestratta@goodwillswfl.org
Phone (239) 995-2106, Ext 214
Fax (239) 995-5868

Thank you for choosing to donate your time to Goodwill Industries of Southwest Florida



Volunteer Opportunities

Give your time, change a life...

Office work – Mailings, cutting, folding, filing.

Special Events: Annual Luncheon (May), Golf (May) 5k Run–

Assist with event preparation. At the event, welcome patrons and hand out collateral materials.

Book/Donation drives – Assist with organizing a drive or manning a table.

Retail stores – Assist with sorting, hanging, cleaning, moving product to the floor.

We have over 25 locations to choose from.

ShopGoodwill – Assist with processing, packaging and mailing merchandise.

Mission work – spread the word and hand out flyers at special events (book-signings, volunteer/career fairs)

Baking Club – Join us to bake miscellaneous goodies

Survey/Secret Shopper – Join us inside and outside the stores to find out if our mission education is working.

Festival of Trees September – December

The Festival of Trees COMMITTEE MEMBER – Help us in organizing ideas and events. Give input and assistance in decorating, working the children's workshop, PR, hospitality, clean up, photography and more. This is a very rewarding, but time-intensive activity.

August and September - Ambassadors for Festival of Trees - We need individuals to spread the word to local companies about the Festival of Trees and volunteer opportunities to increase our exposure and chances that some will donate silent auction items, gift certificates or sponsor a tree.

October - The Jingle Mingle – Assist with event preparation, attend and help with follow-up.

November (weekend before Opening Night) - Tree setup – At the Sidney & Berne Davis Art Center we will be setting up artificial trees and decorating the Art Center for the holidays.

November (day after Thanksgiving) - Festival of Trees - Assist with welcoming the public, working the Sweet Shop, giving out information and watching over the trees to make sure they are not damaged.

December (first Friday or Saturday) - Tux and Trees Evening Gala - (5pm-11pm).

Greeters – Welcome patrons to the event and direct them to the registration area

Registration – Welcome patrons and give out packets of information.

Tree Angels – Assist patrons in learning about the tree themes, sponsor and gifts included in sale of tree.

Silent Auction Hostess – Remain in the auction area to oversee the items and answer any questions.

Live Auction Runner – Take winning bid amounts to the check-out table.

Silent Auction Closer – As the auctions close, prepare items for delivery and give to the purchaser.

December (first Sunday) - Wrap up - (morning/afternoon event). We will be packing up the decorations, and delivering the trees to their new homes. We need a fresh crew!



Contact Natalie Stratta, Volunteer Coordinator

Goodwill Industries of SW Florida

4940 Bayline Drive – North Fort Myers, FL 33917

nataliestratta@goodwillswfl.org

(239) 995-2106, Ext. 214 (Ext 249 for Festival of Trees)