



Confidential Volunteer Application Form

Applicant Information

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

_____ *City* *State* *Zip Code*

Telephone: _____ Email: _____

Are you bilingual? Which languages do you speak? _____

Areas of interest (Food Bank, Clothing Bank, Wheels to Work, Winter Shelter, Intake/Front Desk):

Availability (days/times): _____

How did you hear about LCFH? _____

Volunteer Opportunities

Volunteers are needed in the Food Hub, Clothing Bank, Wheels to Work, Winter Shelter and Intake.

Days and Hours of operations: Volunteers are generally needed Monday through Friday, any time slot between 8:30 am to 4 pm. We are not open evenings or weekends.

Food Hub: Volunteers are needed Mondays, Tuesdays, Thursdays and Fridays any time slot between 8:30 am to 4:00 pm. Volunteers help with food distribution while the food hub is open for walk-in service. Other duties in the food hub include sorting donated food, stocking shelves for bagging, packing bags, cleaning and bagging produce, packing frozen food bags, wheeling out food orders to recipients' vehicles, taking out trash, and general warehouse maintenance.

Clothing Bank: Volunteers are needed every day any time slot between 9 am to 4 pm. Volunteers needed to sort clothing, place on display racks, accept donations and assist recipients of services during distribution.

Intake/Front Desk: Volunteers are needed Mondays, Tuesdays, Thursdays and Fridays between 9 am to Noon, sometimes a little later. Greet recipients of service, answer the phone, working one-on-one with confidential information/entering information into database, people skills.

Women's Winter Shelter: Volunteers are generally needed 7 days/week in the evenings and overnight from December through March.

Please note: All volunteers are required to have up to date clearances and complete the training links located on the website.

Additionally, all volunteers are required to obtain the following clearances:

1. Child Abuse History Clearance at <https://www.compass.state.pa.us/cwis> (free for volunteers)
2. PA State Police Criminal Record Check at <https://epatch.state.pa.us/Home.jsp> (free for volunteers)
3. If you have not lived in Pennsylvania for over 10 years, you will need to be fingerprinted. There is a \$27.50 charge for this service. Register for fingerprinting at: <https://www.identogo.com/locations/pennsylvania>

Emergency Information:

Any medical concerns? Please list:

Physician Information: _____

Emergency Contact Name: _____ Relationship: _____

Address: _____

Telephone: _____

*****LCFH Use Only*****

___ Child Abuse Clearance

___ PA Criminal Record

___ Fingerprints

___ Confidentiality

___ Conflict of Interest

___ Sexual Harassment and Abuse

___ Civil Rights Training

Date Interviewed: _____

Department: _____

Schedule: _____

Start Date: _____ End Date: _____

Additional Information:

Interviewer: _____ Signature/Date: _____