



## 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, 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. (With the exception of our Shelter)

**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.

**Adult Shelter:** Volunteers are generally needed 7 days/week in the evenings and overnight.

**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 charge for this service. Register for fingerprinting at: <https://www.identogo.com/locations/pennsylvania> Our code is 1KG6ZJ.

**Emergency Information:**

Any medical concerns? Please list:

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Physician Information: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

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**\*\*\*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:**

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