



P.O. Box DV 383,
 Devonshire DV BX
 Tel:236-1815
 Fax:232-2070
 MOWVolunteers@logic.bm

VOLUNTEER APPLICATION FORM

NAME: _____

POSTAL ADDRESS: _____

Postal Code: _____

PHONE NUMBERS: _____ (Home) _____ (Cell)

_____ (Work) _____ (Other)

EMAIL ADDRESS: _____

ACTIVE VOLUNTEER: (Tick one) Yes No

SUPPORTING MEMBER: (Tick one) Yes No

AREA OF INTEREST:

	AREA	INTEREST	TIME and HOUR COMMITMENT
<i>Tick all areas in which you are willing to work</i> <i>(See reverse for descriptions)</i>	Delivery	<input type="checkbox"/>	11:00 AM to 1:00 PM/1:30 PM
	Dispatch	<input type="checkbox"/>	9:45 AM to 1:30 PM
	Kitchen (circle the most suitable time for you)	<input type="checkbox"/>	8AM, 8:30 AM, 9AM To 11:45 AM
	Pot Washer	<input type="checkbox"/>	10 AM to 1 PM

DRIVERS LICENSE:
 (Please provide copy where applicable)

DOB: _____
 (DD/MM/YYYY)

Signed: _____
 (Volunteer)

DATE: _____
 (DD/MM/YYYY)

Signed: _____
 (Volunteer Coordinator)

DATE: _____
 (DD/MM/YYYY)

Signed/processed by Administrator _____

Date: _____



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VOLUNTEER INFORMATION SHEET

Approximately 40 volunteers are required each day to run the MOW operation and deliver meals to 17 different routes. Volunteer jobs include the preparations, cooking and serving of meals, washing pots, dispatching and delivering meals.

When you commit to be a volunteer at MOW our expectations of you are:

- That you arrive at the designated time to work in a specified area
- If you are unable to make the designed time that you contact the office
- If you are unable to keep your volunteer commitment on any given day, **PLEASE NOTIFY** the office as soon as possible on **236-1815** or Allison Garland, Volunteer Coordinator at **734-0677** or **236-4651**

<p style="text-align: center;">KITCHEN VOLUNTEER</p> <ul style="list-style-type: none"> • Work as part of a team to prepare, cook and portion meals according to the menu • Clean up after meal service as required • Volunteers wear a mesh hat and apron at all times in the kitchen • It is important that volunteers turn up at their appointed start time 	<p style="text-align: center;">POT WASHER</p> <ul style="list-style-type: none"> • Clean pots and kitchen equipment (according to procedures) after meal preparation • Clean and sanitize delivery route bags when returned to MOW site
<p style="text-align: center;">DISPATCHER</p> <ul style="list-style-type: none"> • Put ice blocks in cooler and pack with juices and desserts. Check those with special labels • Pack soups/hot meals/salads/frozen meals in appropriate bags (check specials are in correct bag) • Receive money from volunteers who collect client meal money • Write down any messages and call clients who were not at home for meal delivery • Liaise with Administrator and Volunteer Coordinator as requested 	<p style="text-align: center;">DELIVERY</p> <ul style="list-style-type: none"> • Drivers** and delivery assistants will only deliver meals on a route where they have a good working knowledge of locations and clients on the route. • Drivers & assistants are required to check meal counts as specified in the route book. • Clients with special meals will have a label with their name affixed to the meal. • Delivery volunteers are required to report back any discrepancies or problems on the routes on return to MOW. • An important part of the volunteer's function is to interact with the recipient when delivering meals.

<p>STUDENT VOLUNTEERS</p> <ul style="list-style-type: none"> • Students should be at least 13 years of age • Students should keep track of their community service hours for sign off by volunteer coordinator • Absolutely NO CELL PHONES in use during community service except for emergencies • Students must listen to MOW staff when explaining tasks for the morning and be respectful of others • Students WILL arrive on time – 8:30am or 9am to 11am
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**** MOW cannot be held responsible for any accident or damage that may occur in regard to Motor and Personal Accident Insurance during the course of your duties. Volunteers should consult their own insurance provider if they are concerned about insurance claims/benefits.**

MOW is responsible for ensuring that those benefiting from our services are not harmed in any way through contact with it and has a Protection of Vulnerable Persons Policy. All volunteers should make themselves familiar with our policy which can be found on the MOW website under 'Volunteers'. Our policy requires that anyone coming into contact with our recipients is required to complete a criminal record check by the Bermuda Police Service. Our Volunteer Coordinator

I have read the above and understand my Volunteer Commitment

Signed: _____ Date: _____

Please scan to : MOWVolunteers@logic.bm