



VOLUNTEER INFORMATION
DESKAN INSTITUTE & TRAINING, INC.
424 ORCHARDS WALK, STONE MTN, GA 30087

PERSONAL INFORMATION

Date: _____

Ms. / Mrs. / Mr. (Circle one) _____ Preferred Name: _____

Primary Mailing Address _____

City _____ State _____ Zip _____

Phone (please check your preferred phone number):

Home _____ Fax _____ Office _____ Mobile _____

Date of Birth: _____

Primary Email address: _____ Can you receive attachments? Yes No

Other E-mail address: _____ Spouse's Name: _____

How did you hear about DESKAN? _____

Emergency Contact Name: _____ Phone: _____ Relationship: _____

Please list any physical limitations you may have: _____

Confidentiality Statement: I agree to respect the dignity and guard the privacy of the people who I may meet in my role as volunteer at Deskan Institute & Training, Inc. All client information must remain confidential.

Volunteer Personnel Policies: I have read and understand the Volunteer Personnel Policies. I agree to follow these policies in all my work at Deskan Institute & Training, Inc.

SIGNED _____ DATE _____

SCHEDULE & INTERESTS

If you start volunteering with DESKAN, how often would you like to work? _____

When would volunteering fit best into your schedule?

Varies depending on my other commitments: Evenings and /or Weekends Only

Weekdays: If you checked weekdays, please list available days and times by preference.
(Shifts are generally 10 am - 1 pm and 1 - 4 pm)

Choice 1 _____ Choice 2 _____

Choice 3 _____

<input type="checkbox"/> Special Events	<input type="checkbox"/> Help Line	<input type="checkbox"/> Food Pantry	<input type="checkbox"/> Monthly Feeding
<input type="checkbox"/> Receptionist	<input type="checkbox"/> Fundraising	<input type="checkbox"/> Clerical	<input type="checkbox"/> Prepare/Serve Meals
<input type="checkbox"/> Volunteer Support	<input type="checkbox"/> Data Entry	<input type="checkbox"/> Clothing Rack	<input type="checkbox"/> Missionary Travels

What are your expectations of volunteering with DESKAN? _____

Do you have any hobbies or special interests (personal or professional) you would like to incorporate into your volunteer experience? _____

Are you currently employed: full time employed part- time retired

Employer: _____ Title: _____

Do you speak any foreign languages? ____ If so which ones? _____

Are you willing to travel abroad as a Volunteer on Medical Missions and/or Missionary Work? _____

SCHEDULE & INTERESTS

- **The Food Pantry** provides grocery bags of food for an average of 55 households per week. The pantry is stocked with canned goods and other staples, which comes from the Atlanta Community Food Bank and other community donors. Our goal is to help stop hunger by providing the necessary food to the people who come to our door for assistance. Staff and volunteers distribute the food.
- **The Medical Mission & Missionary Work** is designed to assist in sorting and preparing for medical missions in the United States and abroad. Volunteers pack medical supplies, provide assistance by composing and preparing written and oral medical educational communication. We also setup meetings, help facilitate on-site workshops/conferences and provide research assistance.
- **The Clothes Closet** provides new clothing for children whose families are faced with making a choice between clothing and other necessities. More often than not, these families are forced to neglect the basic need of clothing for their children in order to prevent themselves from becoming homeless. In collaboration with Kids in Distressed Situations, we are able to assist these children on a seasonal basis with clothes, shoes and other accessories that families are not able to provide.
- **Employment Program and Life Skills Training** is designed to give persons an opportunity to learn more about financial management, credit management, and home ownership. The goal for this program is to educate those who find themselves depending on subsidies to better themselves through education and training. By bringing these individuals closer to available technology, DESKAN is able to provide assistance with job searching, resume writing, and interview coaching. The success of this program has led us to offer this training once every quarter.
- **Back To School Program and The Community Holiday Giving** distribute school supplies and toys to needy children in the community. We also provide clothes, food and other items for hundreds of families who may not be able to provide a meal or warm clothing for their families during the winter and Thanksgiving/Christmas Holidays. The items are donated by foundations, individuals, corporations and churches.
- **Volunteers utilize their skills within our organization** in administration, program planning, client intake, warehousing, food packing, clothes sorting and distribution. “To whom much is given much is required”. We invite you to extend your hand by giving your time and talent to a much needed cause — helping the needy.
- For more information, you may contact our office at 770-498-2152 or e-mail: liverpj@bellsouth.net.