



Dear Volunteer,

Thank you for your interest in working Foothill AIDS Project (FAP). FAP is a not-for-profit organization that relies on volunteers and the greater community to assist us in the challenging endeavor of helping maintain and enhance the dignity and quality of life for persons with HIV, newly diagnosed persons and those at risk. Many different opportunities exist for volunteers. We look forward to matching your abilities with our needs.

All employees and volunteers must have Tuberculosis (TB) testing at the start of their work with us, and annually thereafter. TB tests can be obtained at your private physician, your school nurse or the following sites:

- Pomona Health Center, 750 South Park Avenue. There is no charge for the service if you are planning to be a volunteer and live in Los Angeles County. For further information, call (909) 868-0235.
- San Bernardino County Public Health Department, \$19.00 at two sites.
  - Ontario at 1647 E. Holt Ave. testing is offered on Mondays between 9:00 a.m. and 11:00 a.m. (no appointments – walk-in only).
  - San Bernardino at 799 E. Rialto Ave. Offered on Wednesdays between 1:30 p.m. and 3:30 p.m.

Foothill AIDS Project acknowledges that volunteering requires a commitment of time and energy. And without the help of volunteers, we could not achieve our goal of providing quality services to the community. We appreciate notification in advance if you are unable to volunteer at your scheduled time. Your feedback is important to us. Please share your ideas, comments, and suggestions. You may put them in writing, or you may leave them with the Volunteer Coordinator.

If you have questions, feel free to contact our Claremont office at 909-482-2066 or the San Bernardino office at 909-884-2722. Please return your completed volunteer application to the Claremont office at your earliest convenience, and someone will contact you to begin volunteering.

Sincerely,

Maritza Tona  
Executive Director

233 W. Harrison Ave., Claremont, CA 91711 · phone 909-482-2066 fax 909-482-2070  
362 Orange Show Lane, San Bernardino, CA 92408 phone 909-884-2722 fax 909-884-2732

Updated 6/06

## Foothill AIDS Project Volunteer Profile

please print or write neatly

Name \_\_\_\_\_ Birth date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home phone ( \_\_\_ ) \_\_\_\_\_ Work phone ( \_\_\_ ) \_\_\_\_\_

Fax ( \_\_\_ ) \_\_\_\_\_ e-mail address \_\_\_\_\_

In case of emergency contact: Name \_\_\_\_\_

Phone:( \_\_\_ ) \_\_\_\_\_ Do you speak foreign languages? \_\_\_\_\_

### EMPLOYMENT

Name of employer \_\_\_\_\_

Type of work you do \_\_\_\_\_

### EDUCATION

Name of school \_\_\_\_\_

Major: \_\_\_\_\_ Class/Program \_\_\_\_\_

Is this volunteer work required by your school? \_\_\_\_\_ How many hours \_\_\_\_\_

Name of Instructor \_\_\_\_\_ Telephone # \_\_\_\_\_

- List the hours and corresponding days that you are available  
(example 10 am – 2pm Monday, Wednesday, and Friday)

\_\_\_\_\_

Preferred areas:

- \_\_\_\_\_
- \_\_\_\_\_

Do you have computer experience? Yes \_\_\_\_\_ No \_\_\_\_\_

What computer software have you used? \_\_\_\_\_

Can you type? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have experience answering multiple phone lines? \_\_\_\_\_

List other relevant skills that would benefit this experience

\_\_\_\_\_

If you would like to do delivery, please provide the following:

California driver's license# \_\_\_\_\_ Exp. Date \_\_\_\_\_

Auto liability insurance company \_\_\_\_\_ Policy # \_\_\_\_\_

Policy # \_\_\_\_\_ Do you own a truck? \_\_\_\_\_

Would you be willing to help move household items for clients? \_\_\_\_\_



## **Foothill AIDS Project Confidentiality Statement**

Foothill AIDS Project shall maintain the confidentiality of all information obtained or used in the provision of services, including, but not limited to, County records, client/patient records and billings. Foothill AIDS Project shall not release the name of any client or disclose information or records about any client receiving services to any party without the prior written consent of the client or his/her lawful representative(s) except as authorized by law.

Foothill AIDS Project is mandated to report to the appropriate authorities information regarding:

1. Any person who is in danger of hurting themselves or others.
2. Any reasonable suspicion that any child, elder or dependent adult has abused or neglected.
3. Any reasonable suspicion that any person has been the victim of domestic violence.

Foothill AIDS Project shall maintain the confidentiality of all such records, information and billings in accordance with applicable federal, state and local laws, regulations, ordinances and directives relating to confidentiality.

Foothill AIDS Project shall require all its officers, employees, and agents providing services acknowledge in writing understanding of and agreement to fully comply with all such confidentiality provisions.

**I certify that I have read the above policy. I understand the confidential nature of the information I receive in my capacity as an FAP volunteer or intern, and I hereby agree to abide this policy. I further understand that I may be dismissed for breaching this confidentiality pledge.**

Signature \_\_\_\_\_ Date \_\_\_\_\_



### **Volunteer Disclaimer**

I understand that under the California Labor Code, Section 3363.3, volunteers are not covered under Workers' Compensation insurance as employees of a non-profit corporation.

In full understanding, I agree to not engage in any activity that I am not physically, mentally, or emotionally suited for.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_



## Volunteer Opportunities

Opportunity	Description	Volunteer Assignments	Month
Outreach & Education	Through out the year, FAP participates in various community events and hosts outreach activities to educate the public about HIV/AIDS prevention.	Distribute HIV/AIDS prevention brochures; assist with outreach activities; arrange HIV/AIDS 101 education presentations; talk with your family and friends	<b>On-going</b>
Office Assistance	Join FAP staff at either the Claremont or San Bernardino office locations	Clerical duties, reception, filing, data entry, fundraising assistance with mailings and phone calls, and other as needed.	<b>On-going</b>
Balls O' Fire Celebrity Bowling Tournament	Celebrities from the entertainment industry bowl to raise money to support FAP's client services and to increase HIV/AIDS awareness.	Publicize the event; gather silent auction and raffle prizes; recruit event sponsors and bowlers; work the tournament (registration booth, ticket sales, etc.).	<b>Spring</b>
BACK TO SCHOOL PICNIC	FAP jumpstarts the school this year with an afternoon of games, food and school supplies for all the kids.	Arrange donations of food & school supplies; set up picnic area; facilitate game(s) & assemble gift bags	<b>August</b>
World AIDS Day walk & candlelight vigil	A night to memorialize those affected by and those whom we have lost to the devastating effects of HIV/AIDS. The evening includes a non-denominational service followed by a candlelight walk through downtown Claremont and then ending with an informal reception.	Invite loved ones to attend and/or make a pledge; help with registration and event set up; gather donations food & refreshments; publicize the event	<b>Dec. 1</b>
<b>Client Holiday Celebration</b>	FAP's most signature client event, the Holyday Celebration, is a time for families and friends to share the holyday spirit over a home-cooked turkey dinner.	Gather family wish lists; help with gift and food donations; wrap gifts; assist with cooking and/or serving the turkey dinner; decorate event hall	<b>December</b>