

Office Use Only
Date Received: _____
Date Approved: _____
Anniversary date: _____
Copy of DL: _____
Staff initial: _____



Group - Volunteer Application

Please print clearly and fill out the application in its entirety.

(Return to: Becky Duncan, Community Relations Dir., 200 N. Beckham, ET Cornerstone, Tyler, TX 75702 or FAX to 903-533-9721 or e-mail to becky@etcornerstone.org)

Name of Group: _____

Church/Business/Organization Represented: _____

Street Address: _____ Ste. #: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Position: _____

Phone Numbers: cell - _____ home - _____

church - _____ work - _____

Email - _____

Preferred method of communication (circle all that apply): cell home work e-mail

List one other group contact information: Name and Phone Number:

How did you hear about ET Cornerstone Assistance Network?

Church Friend Other _____ Explain: _____



ET Cornerstone Assistance Network – Group Volunteer Application (cont.)

My group is interested in the following volunteer opportunities- refer to 'Volunteer Opportunities' page at back of Volunteer Ap Packet: (you may select more than one)

- Cornerstone Resale and Distribution Centers
- Building Maintenance
- Other (Sp. Projects)
- Driver (must be 21 years old)
- Craftsman

List Participating Members of your Group:

Names

Contact Information

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Volunteer Opportunities

The Store at Cornerstone:

There are many aspects to The Store- some of which include:

- Sorters – Sort items by quality/gender/age/size/color. Prepare clothing & merchandise.
- Cashiers – Check-out our Cornerstone Store shoppers.

Building/Lawn Care (lawn care in Spring and Summer):

Assist in different building maintenance projects from painting to minor repair work.

Other (Special Projects):

These are seasonal, short-term (three months or less) opportunities to help with special events (like school uniforms or toys at Christmas).

Drivers:

Assist to pick up donations at homes and businesses. Van and trailer are provided. This is typically needed on Tuesdays, but may expand to other days. These volunteers should be able to lift heavy objects.

Craftsman:

We often receive furniture and appliances, which with a little TLC, could be great pieces. If your skill is to repair or refinish furniture or appliance, this opportunity was made for you.

Preferred Location to Volunteer:

Store in Tyler

Store in Lindale

Preferred Time to Volunteer:

Day: Monday Tuesday Wednesday Thursday Friday Saturday

Time: First Shift: 9:00–1:00 (Sat. 9:00-2:00)

Second Shift: 1:00 – 5:00



GROUP - VOLUNTEER AGREEMENT

We agree to serve as ET Cornerstone volunteers and commit to the following:

1. To complete all required training for the volunteer positions we accept.
2. To abide by all guidelines and procedures of E.T. Cornerstone Assistance Network.
3. To respect the confidential nature of all records and personal contact with clients or customers.
4. To work cooperatively with staff and other volunteers.
5. To notify my supervising Cornerstone staff member(s) when leaving my position.
6. That any photos taken of us while performing our volunteer duties at or on behalf of E.T. Cornerstone may be published.
7. To meet time and duty commitments or give adequate notice so that alternate arrangements can be made.

CONFIDENTIALITY FORM - ALL VOLUNTEERS

We understand that we are required to complete all training for the volunteer positions we accept, to abide by all guidelines and procedures of Cornerstone, to respect the confidential nature of all records and personal contact with clients, and to work cooperatively with staff and other volunteers.

As the representative of my group, I have read the above, understand and agree:

Signature _____ Date _____

Printed Name of Volunteer: _____

Position in Group: _____

You may mail, fax or scan your application to ET Cornerstone:

Becky Duncan, Community Relations Director
East Texas Cornerstone Assistance Network
200 N. Beckham, Tyler, TX 75702
903-597-5334 x108 Becky's desk
FAX 903-533-9721
becky@etcornerstone.org