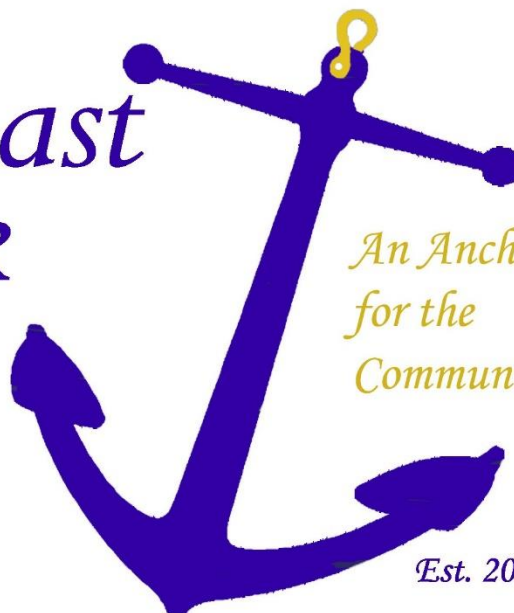


North & East Lubbock CDC Volunteer Application Packet

*North & East
Lubbock*

*Community
Development
Corporation*



*An Anchor
for the
Community*

Est. 2004

Monique Coleman, Executive Director

NORTH & EAST LUBBOCK CDC P.O. Box 3893 Lubbock, TX 79452 P: (806) 747-5937 F: (806) 747-5934

NELCDC Volunteer Program Overview

Since January 2015, the NELCDC began working to overhaul and improve the way in which we conduct community outreach. With the implementation of the financial literacy workshop classes at the Bridge of Lubbock, the realization of a greater need to do more became evident. As a result, the NELCDC began working to identify ways to enhance the corporation's community impact. After an assessment of all resources, the NELCDC determined the best way to enhance impact was to increase our capacity through the powerful tool of volunteerism. Utilizing volunteers who have a desire to help facilitate, promote, and create homeownership in north and east Lubbock is a win-win for all parties involved.

Benefits of Serving as an NELCDC Volunteer

The benefits of serving as an NELCDC volunteer are as follows:

- ✓ NELCDC volunteers will have an opportunity to be more intimately involved in the various functions and programs of the NELCDC;
- ✓ Accessibility to the organization, it's staff and managing board members will help dispel the perception of inaccessibility within the organization;
- ✓ Recipients of NELCDC housing counseling services can act as great ambassadors for NELCDC services; and most importantly
- ✓ The NELCDC can cast a service net to a broader audience with the help of volunteers.
- ✓ All volunteers may receive statements of engagement, community service signatures, as well as letters of recommendation from the NELCDC Executive Director.

NELCDC Volunteer Criteria

The NELCDC requires volunteers to meet the following eligibility criteria:

- ✓ Volunteers must be 16 years old or older
- ✓ If volunteers are under the age of 18, volunteer consent form from a parent or guardian must be provided
- ✓ Volunteers must have a valid driver's license
- ✓ ***If volunteer activities require interaction with children, volunteers will be subjected to a background check.*
- ✓ Volunteers must sign a hold-harmless liability waiver

NELCDC Volunteer Categories

The NELCDC offers the following volunteer opportunities:

1. General Office Assistance / Administration
2. Marketing and Outreach
3. Limited English Proficiency Assistance
4. Photography & Videography
5. Other: Field Work, Newsletter Production, Volunteer Coordination, Community Service

General Office Assistance / Administration

The NELCDC is housed within the Lubbock Housing Authority (LHA) in an independent two-office suite. Recently downsized, the NELCDC management and staff are working to capitalize on its available space. One potential work project for a volunteer may consist

of various filing and organizing projects with the NELCDC Administrative Assistant. Another type of project would encompass a more substantive professional scope, which may include but would not be limited to program and project development and implementation, working with the Executive Director on various management and governance activities, as well as assisting with the facilitation of NELCDC's group education activities. Volunteers should specify the type of service they are seeking in the category so staff can find a great fit for their needs. Generally speaking, this volunteer category includes assisting staff and the Executive Director with program development, which may also be a great opportunity for interns looking for professional experience.

Marketing and Outreach Assistance

The North and East Lubbock Community Development Corporation ("NELCDC") offers the following projects and services for which marketing and outreach assistance is needed:

1. Financial Literacy Education Workshops
2. One-on-One Counseling Outreach Assistance
3. Special Events (Fundraisers and Community Alliance Events)
4. Adopt-a-Spot projects

Financial Literacy Education Workshops

The NELCDC staff facilitates a monthly financial literacy education workshop at the Bridge of Lubbock. Shadowing and assisting the NELCDC's housing counselors offers a great opportunity for students, or young professionals seeking experience in project management and facilitation. Assisting with the financial literacy workshops may include but is not limited to preparing all folders and paperwork before the beginning of each workshop; setting up promotional booths at stores and events to market the workshops; creating new and improved marketing material to enhance the program; distributing marketing material; conducting neighborhood walks to reach out to neighborhood folks in north and east Lubbock; and promoting the financial literacy workshops and the opportunity of homeownership at school/PTA events.

One-on-One Counseling Outreach Assistance

NELCDC counselors need assistance with conducting follow-up notifications to help NELCDC remain compliant with federal statutes and regulations, such as the 7610.1 Handbook that governs HUD-approved Housing Counseling Agencies. Follow-up may include phone calls, emails, mailing letters and possibly conducting home visits.

Special Events

The NELCDC hosts an annual Community Champion Awards Luncheon. This event raises funds for the NELCDC and it honors community leaders. There are various tasks associated with hosting a successful fundraiser event. This would be great experience for someone looking for event planning experience. The NELCDC is also an active member of the East Lubbock Community Alliance. Having volunteers involved representing the NELCDC will increase exposure and impact of NELCDC services. An example might be helping staff attend a booth at a community event in north or east Lubbock.

Adopt-a-Spot Projects

The NELCDC has launched a new neighborhood revitalization program called Adopt-a-Spot. Volunteers will be needed to help coordinate repair projects, development, implement, and evaluate various components of the program with the Executive Director, coordinate and prepare for housing rehab/repair projects, marketing the events to media outlets, etc. This is a great project management or project based learning opportunity!

Limited English Proficiency (Interpreter) Assistance

The NELCDC has an increasing non-English speaking clientele. The NELCDC is seeking to establish a pool of volunteers that will be able to quickly respond to a need for language barrier assistance, when a client does not have a family member available to interpret. The NELCDC is proud to boast an ongoing working relationship with the League of United Latin American Citizens (LULAC), who has provided excellent services when the need arises.

The NELCDC is seeking assistance with the following activities:

1. Document Translation
2. Outreach to non-English speaking clientele
3. Group Education Interpreters needed upon request
4. One-on-One interpreters needed upon request

Photography or Videography

The NELCDC would like to have a group of photographers and videographers that are in our registration database that we can call upon when needed to document NELCDC special events, fundraisers, community alliance events, construction projects, board meetings, training activities, financial literacy workshops and more!

Other Services

The NELCDC is also seeking volunteers to conduct various types of field work: such as neighborhood surveys as needed for projects; newsletter production: the NELCDC has a template for a monthly or quarterly newsletter but staff time is very limited to be able to produce the type of publication desired; therefore, a volunteer newsletter developer and editor is highly desired; volunteer coordination is needed to help staff manage volunteer capacity as this organization component grows; and the NELCDC has a strong desire to have community service volunteers to help take care of north & east Lubbock neighborhoods.

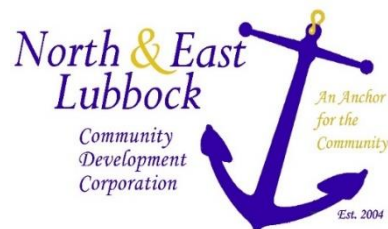
Instructions to Apply

Complete the application on the following pages. Submit your application to the Alexandra (Alex) Trevino, NELCDC Administrative Assistant.

Phone: (806) 747-5937 Fax: (806) 747-5934

Email: at_nelcdc@outlook.com or alexandra@nelcdc.org

North & East Lubbock CDC Volunteer Application



Contact Information

Name:	
Street Address:	
City, ST, ZIP Code:	
Home Phone:	
Work Phone:	
E-Mail Address:	
Current Occupation:	
Speak Other Language? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please specify:	Do you have reliable transportation? <input type="checkbox"/> YES <input type="checkbox"/> NO
Driver's License Number:	DL# State:

Availability

During which hours are you available for volunteer assignments?

Weekday mornings Weekday afternoons Weekday evenings
 Weekend mornings Weekend afternoons Weekend evenings

Specify Preferred Work Hours:

Start Date:

End Date:

General Interests (Volunteer Categories)

Tell us in which areas you are interested in volunteering

Please note there are descriptions of each interest/category on the preceding pages.

- General Office Assistance/Administration
- Marketing and Outreach (such as special events and fundraising)
- Limited English Proficiency (LEP) Assistance Field work
- Photography & Videography
- Other: Field Work, Newsletter Production, Volunteer Coordination, Community Service

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

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Previous Volunteer Experience

Name of Organization:	
Length of Time with Organization:	May we Contact? <input type="checkbox"/> YES <input type="checkbox"/> NO
Name of Supervisor:	

Summarize your previous volunteer experience.

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Person to Notify in Case of Emergency

Name:	
Street Address:	
City, ST, ZIP Code:	
Home Phone:	
Work Phone:	
E-Mail Address:	

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

NOTE: Volunteers are unpaid positions designed to help the NELCDC enhance capacity and impact as a community and economic development agent in north and east Lubbock. Thank you for completing this application form and for your interest in volunteering with us.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. By my signature, I also agree that NELCDC may conduct a background check.

Printed Name:	
Signature:	
Date:	

**North & East Lubbock Community Development Corporation
("NELCDC")
Volunteer Services Program
Release and Hold Harmless Agreement**

For Volunteers Under 18

I/we, _____, being the parent(s) and/or the legal guardian(s) of, _____ ("the Minor"), do hereby consent to allow the Minor to perform volunteer service work for the NELCDC. In consideration of being allowed to perform this volunteer service, I/we do hereby release the NELCDC and its officials, officers, agents, servants and employees from liability for any harm, injury or damage which the Minor may suffer, sustain, and/or incur while in the course of performing the assigned volunteer work. This release applies to all risks which are connected with this work, whether foreseen or unforeseen, and DISCHARGES IN ADVANCE THE NELCDC, ITS OFFICIALS, OFFICERS, AGENTS, SERVANTS AND EMPLOYEES FROM LIABILITY. Some volunteer activities may involve an element of risk or danger of accident, and knowing those risks, I/we hereby assume those risks on behalf of the Minor. This waiver, release and assumption of risk applies to damages suffered by the Minor, by myself/ourselves, as well as my/our family, heirs, and assigns as a result of any harm or injury which or I/we may suffer.

I/we agree to defend, indemnify and hold the NELCDC and its officials, officers, agents, and employees harmless from any claims, liability judgments, expenses and damage to persons or property resulting from the Minor's negligence and/or intentional acts, and for any claims, of whatever nature, made by myself/ourselves, my/our family, estate(s), heirs, or assigns arising from the Minor's volunteer service for the NELCDC.

I/we further assume the responsibility of the physical fitness and ability to perform the work which is assigned to the Minor. If I/we do not feel the Minor is capable of performing the volunteer work assignment, I/we shall assume the responsibility of informing the volunteer services coordinator.

I/we am/are of lawful age and legally competent to sign this release as the legal guardian(s) of _____ and have signed this document as my/our free act. I/we have fully informed myself/ourselves of the contents of this release by reading it by signing it. I/we realize that by signing this document I/we am/are giving up legal rights which I/we may be entitled to.

Volunteer's Name

Date

Parent or Legal Guardian (Print & Sign)

Parent or Legal Guardian (Print & Sign)



For Volunteers Under 18

Emergency Information

In case of serious injury, I give my permission for the NELCDC personnel to seek any emergency medical treatment for the Minor, should it become necessary.

In case of emergency, notify: _____

Phone #'s: (Home): _____ (Work): _____

(Mobile): _____ (Other): _____

Do you have any medical condition of which we should be aware?

_____ No _____ Yes

If yes, describe: _____

Photo Release

On behalf of _____ (“the Minor”) I/we hereby consent to the photographing, recording or reproduction in any other manner (including use of videotapes and audiotapes) of his/her likeness, voice and/or activities and further authorize the NELCDC, its agents, or, assigns to make unlimited use of such reproductions, including, but not limited to broadcasting to the public of the reproductions over radio and television stations. I/we understand that I/we/the Minor will not receive any monetary compensation now, or in the future, for participating. I/we do hereby release and hold harmless the NELCDC its officers and employees from any claims in this regard.

Volunteer’s Name

Date

Parent or Legal Guardian (Print & Sign)

Parent or Legal Guardian (Print & Sign)



**North & East Lubbock Community Development Corporation
("NELCDC")
Volunteer Services Program
Release and Hold Harmless Agreement**

For Volunteers 18 and Older

I, _____, being over the age of 18, am volunteering to perform service work for the NELCDC. In consideration of being allowed to perform this volunteer service, I do hereby release the NELCDC and its officials, officers, agents, servants and employees from liability for any harm, injury or damage which I may suffer, sustain, and/or incur while in the course of performing the assigned volunteer work. This release applies to all risks which are connected with this work, whether foreseen or unforeseen, and DISCHARGES IN ADVANCE THE NELCDC, ITS OFFICIALS, OFFICERS, AGENTS, SERVANTS AND EMPLOYEES FROM LIABILITY. Some volunteer activities may involve an element of risk or danger of accident, and knowing those risks, I hereby assume those risks. This waiver, release and assumption of risk applies to damages suffered by me, as well as my family, heirs, and assigns as a result of any harm or injury which I may suffer.

I agree to defend, indemnify and hold the NELCDC and its officials, officers, agents, and employees harmless from any claims, liability judgments, expenses and damage to persons or property resulting from my negligence and/or intentional acts, and for any claims, of whatever nature, made by myself, my family, estate(s), heirs, or assigns arising from my volunteer service for the NELCDC.

I further assume the responsibility of the physical fitness and ability to perform the work which is assigned to me. If I do not feel I am capable of performing the volunteer work assignment, I shall assume the responsibility of informing the volunteer services coordinator.

I am of lawful age and legally competent to sign this release and have signed this document as my free act.

I have fully informed myself of the contents of this release by reading it by signing it. I realize that by signing this document I am giving up legal rights which I may be entitled to.

Printed Name of Volunteer

Date

Signature of Volunteer



For Volunteers 18 and Older

Emergency Information

In case of serious injury, I give my permission for the NELCDC personnel to seek any emergency medical treatment for me, should it become necessary.

In case of emergency, notify: _____

Phone #'s: (Home): _____ (Work): _____

(Mobile): _____ (Other): _____

Do you have any medical condition of which we should be aware?

_____ No _____ Yes

If yes, describe: _____

Photo Release

I hereby consent to the photographing, recording or reproduction in any other manner (including use of videotapes and audiotapes) of my likeness, voice and/or activities and further authorize the NELCDC, its agents, or, assigns to make unlimited use of such reproductions, including, but not limited to broadcasting to the public of the reproductions over radio and television stations. I understand that I will not receive any monetary compensation now, or in the future, for participating. I do hereby release and hold harmless the NELCDC its officers and employees from any claims in this regard.

Volunteer's Printed Name

Date

Volunteer's Signature

