



volunteer group checklist

Thank you for your interest in volunteering! The checklist below will help us plan a meaningful volunteer experience for your group.

We highly recommend:

- Take a tour of campus to become familiar with the volunteer opportunities available. To register for a tour, visit www.havenforhope.org/tours. A group tour of 5 individuals or more may also be arranged separately by completing the Group Tour Request Form on the same webpage.

To request a group project, the Group Lead(s) must:

- Complete a **Volunteer Group Project Request Form** (next page).
- Ensure the requested project date is at least 2 weeks after the date of submission of this form. Most group activities are facilitated Monday-Saturday 8am-5pm, or in the evenings by special arrangement. However, confirmation of date and time are subject to availability and the discretion of the Volunteer Services Staff.
- Understand that by committing a certain number of volunteers for your project, we will plan projects accordingly. Varying the group size greatly without proper notice will affect the quality and value of your volunteer experience.
- Be clear about the ages of volunteers in your group. Under no circumstances are minors under the age of 18 permitted in the Courtyard for any reason. Our volunteer age guidelines stipulate that volunteer projects for groups with children ages 8-17 are limited to the following (per staff approval):
 - Donation Center (sorting donated goods)
 - Landscaping
 - Learning Center/Activity Center
 - Family Special Events
 - Other projects by approvalGuidelines for adult:child ratios for group volunteer projects are:
 - Groups with children ages 8-11, Adult:Child ratio – 1:5
 - Groups with children ages 12-17, Adult:Child ratio – 1:10

Once your group project is confirmed by our staff, the Group Lead(s) MUST:

- Ensure ALL group members, including YOURSELF, register via the unique web-link provided by our staff. Children under 18-years of age must have a parent or guardian complete their registration for them.
 - Children whose parent or guardian has not completed their registration will not be able to participate in the volunteer project. A paper version of the form is available to facilitate this requirement as needed.
- Ensure all adult group members bring a government-issued ID with them the day of the volunteer project.

Please allow one week from receipt of completed form for proper processing.

Until you receive a confirmation email with final details for your group volunteer project, your group is not approved.

Thank you again for your service – it is greatly appreciated.



PLEASE RETURN TO: The Volunteer Center at
1 Haven for Hope Way | San Antonio, TX 78207
Email: volunteers@havenforhope.org

volunteer group project request form

PLEASE NOTE:

- Please allow one (1) week from receipt of completed form for proper processing. Your volunteer project is not confirmed until you receive a confirmation email upon finalization of details.
- The Group Leader must be physically present with the group for the length of the service project. If that responsibility will be shared, all group leaders must be listed on this form.

TELL US ABOUT YOUR GROUP

ORGANIZATION NAME: _____ TYPE OF ORGANIZATION: _____

STREET ADDRESS: _____ WEBSITE: _____

CITY: _____ STATE: _____ ZIP: _____ PHONE #: _____

TELL US ABOUT YOURSELF

GROUP LEADER FULL NAME: _____ PHONE NUMBER: (_____) _____

EMAIL: _____ Mobile Home Work

STREET ADDRESS: _____ APT #: _____

CITY: _____ STATE: _____ ZIP: _____

Have you served at Haven before? Yes No If so, when & how? _____

ALTERNATE GROUP LEADER FULL NAME: _____ PHONE NUMBER: (_____) _____

EMAIL: _____ Mobile Home Work

STREET ADDRESS: _____ APT #: _____

CITY: _____ STATE: _____ ZIP: _____

Have you served at Haven before? Yes No If so, when & how? _____

TELL US ABOUT YOUR DESIRED VOLUNTEER EXPERIENCE

What day(s) are you requesting? _____ What Time(s): From: _____ To: _____

Number in Group: _____ Ages: All Adults Adults & Minors Ages of minors: _____ (minimum volunteer age – 8 years old)

How will your group be arriving? By Bus By Car Both (please specify # of vehicles): _____

Volunteer projects typically begin with a 30 minute welcome and overview of Haven for Hope. However, if your group has never been to Haven for Hope, we would love to show you around!

What would your group prefer? 30 minute welcome (standard) 60 minute welcome & abbreviated tour 90 minute full welcome & tour

Which Volunteer Opportunities are you interested in? _____

Your group may bring food in or order it from the San Antonio Food Bank’s Catering Company, Catalyst Catering. Catalyst may be reached at 210-431-8401 or <http://safoodbank.org/catalyst-catering>. Please arrange separately.

- Not Applicable We will bring food in We will order from Catalyst Catering
- Time Served: _____ Do you need a room reserved to host your meal time? Yes No