



## 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 <https://www.havenforhope.org/about/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 Tuesday through Saturday, from 9am to 4pm, 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 12-17 are limited to the following (per staff approval):
  - Donation Center (sorting donated items)
  - Landscaping
  - Painting
  - Family Special Events
  - Other projects by approval

Guidelines for adult to child ratios for group volunteer projects, with children ages 12-17, are one adult to ten children.

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

- Ensure ALL group members complete a Haven for Hope volunteer agreement. Children under 18 years of age must have a parent or guardian complete their agreement, prior to the day of service.
  - Children whose parent or guardian has not completed their agreement will not be able to participate in the volunteer project. PDF versions of the form will be available to facilitate this requirement as needed.
- Ensure all adult group members bring a government-issued ID with them on the day of service.

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 – 12 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 (includes abbreviated tour)

Which Volunteer Opportunities are you interested in? \_\_\_\_\_

\_\_\_\_\_