



# Brooke Grove Retirement Village Volunteer Application

Please Print Legibly.

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Email address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Street Address (please include zip code): \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

I am an \_\_\_ an adult \_\_\_ a student. If a student, I am \_\_\_ 13-18 years old \_\_\_ over age 18.  
If you are a student, what school do you attend? \_\_\_\_\_ Grade/Year: \_\_\_\_\_

Are you a relative of anyone employed at Brooke Grove? \_\_\_ Yes \_\_\_ No  
If so, what is their name and their job at Brooke Grove? \_\_\_\_\_

Why would you like to volunteer at Brooke Grove? \_\_\_\_\_

### How did you learn about volunteer opportunities at Brooke Grove?

- \_\_\_ Friend or Relative
- \_\_\_ Volunteer Match
- \_\_\_ Howard County Volunteer Center
- \_\_\_ Meetup
- \_\_\_ Montgomery County Volunteer Center
- \_\_\_ Brooke Grove website
- \_\_\_ School Counselor
- \_\_\_ SSL website
- \_\_\_ Organization such as CHI or The ARC
- \_\_\_ Other website \_\_\_\_\_

Date you are available to begin volunteering: \_\_\_\_\_ End date, if any: \_\_\_\_\_

What days are you available to volunteer? Weekdays: \_\_\_\_\_ Weekends: \_\_\_\_\_

Do you prefer to volunteer in the \_\_\_ mornings or \_\_\_ afternoons or are you looking for an \_\_\_ all-day volunteer opportunity? How many days a week or month do you want to volunteer? \_\_\_\_\_

Are you looking for a \_\_\_ short-term volunteer opportunity or a \_\_\_ long-term volunteer opportunity?

Please indicate the types of volunteer opportunities that interest you most, below. Please note that many opportunities are available only at certain times or on certain days, so your volunteer assignment is partially dependent on what days and hours you are available to volunteer.

- Individual activities, such as organizing laundry rooms, helping in supply rooms or being a "friendly" visitor
- Group activities (games, crafts) with staff and residents
- Play an instrument and/or sing; entertain groups of residents
- Transport/escort residents to the in-house salon or physical therapy
- Administrative Support – filing, database entry, making phone calls, collating mailings, copying, etc.
- Outings Help – assist staff getting residents on bus and taking them to restaurants, stores, entertainment

- Dining & Hospitality Aide – assist nursing staff in dining rooms at mealtimes to set up, assist residents, and clean up; answer call bells
- Culinary Runner – take special meal requests back and forth from dining rooms to kitchen
- Friendly Visitor – visit with residents one-on-one in their rooms and talk with them, read to them, write cards for them, etc. If you would like to visit with residents who speak a language other than English, please indicate the language here: \_\_\_\_\_
- Pet Visitor – visit one-on-one with residents with my friendly pet (current vaccination record required)
- Assist with special events (only), such as the bimonthly blood drive or marketing open houses
- Resident Dining Asst. (must take 1-day free class) – assist residents who are unable to feed themselves
- If you have a unique talent or skill that you would like to offer as a volunteer, please indicate what that is:  
\_\_\_\_\_

**Have you ever been convicted of a criminal offense other than minor traffic violations?** \_\_\_ Yes \_\_\_ No

**Please provide two personal references that we may contact (other than relatives).**

Name \_\_\_\_\_ How you know this person \_\_\_\_\_ Years known \_\_\_  
Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Name \_\_\_\_\_ How you know this person \_\_\_\_\_ Years known \_\_\_  
Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

**Important Notes:**

- Brooke Grove Retirement Village does NOT participate in court-ordered community service.
- It is the routine policy for Brooke Grove Retirement Village to contract a Criminal Background Check for adult applicants (age 18 and over) at no charge to the applicant.
- All volunteers must have a negative TB/PPD test or negative chest x-ray prior to being able to volunteer. The TB/PPD is available at Brooke Grove Nursing Center and is offered at Volunteer Orientation for \$5. Further information is available from Volunteer Services.
- Volunteers are prohibited from taking photographs of residents or that include residents, and/or posting photographs of residents on social media.
- Volunteers must follow the Brooke Grove Retirement Village volunteer policies and protocols discussed and provided at Volunteer Orientation, such as dress code, resident safety precautions, and use of phones while volunteering.
- Volunteers are scheduled at the sole discretion of those staff under whose direction scheduled activities fall, as well as that of the Volunteer Services Director.

**Your signature:** \_\_\_\_\_

By signing this document you verify that you have provided accurate information about yourself, and acknowledge receipt of the **Important Notes** at the end of the document.