



Please do not write here! For administrative use only:

Project 1: \_\_\_\_\_ Day \_\_\_\_\_

Project 2: \_\_\_\_\_ Day \_\_\_\_\_

Project 3: \_\_\_\_\_ Day \_\_\_\_\_

### VOLUNTEER APPLICATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Best Time to Reach You: \_\_\_\_\_

Birthday: Month \_\_\_\_ Day \_\_\_\_ Cell: \_\_\_\_\_

Are you a member of one of our religious sponsoring organizations? \_\_\_\_ Yes \_\_\_\_ No

*(If Yes, which one)* \_\_\_\_\_

How did you hear about our volunteer program? If applicable, please include the name of the organization or individual, and phone number.

Do you have any special skills, hobbies, or experience that may be useful in your work with YCP? i.e.- fundraising, graphic design, counseling, arts/crafts, cooking

Do you have any special considerations, i.e. physical or medical, that we should be aware of?

\*Have you ever been convicted of a crime? Yes\_\_\_\_ No\_\_\_\_ If yes, please explain:

\*Are there any criminal matters pending against you? Yes \_\_\_\_ No\_\_\_\_

Please indicate any additional information that may be helpful to us \_\_\_\_\_

\* Applicants who indicate a conviction of a crime or pending criminal matters will not be summarily rejected.

**Reference:** (preferably someone who works, or has worked, with you)

Name _____	Phone _____
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**Emergency Contact Information:**

Name _____	Relationship _____
Day Phone _____	Evening Phone _____

*I certify that the statements made in this volunteer application are true and correct to the best of my knowledge.*

*I hereby authorize Yorkville Common Pantry to contact the reference given above as needed for volunteer placement.*

*I understand that as a volunteer I am required to abide by all rules and regulations of Yorkville Common Pantry. I also understand that I will not be paid for my services as a volunteer.*

Signature of Applicant \_\_\_\_\_ Date Signed \_\_\_\_\_

**VOLUNTEER OPPORTUNITIES AVAILABLE**

**PROJECT DIGNITY MEAL PROGRAM:**

*Preparing and serving breakfast, assisting with clean-up 7:45 AM to 9:30 AM*

- Mon     Tues     Wed     Thurs     Fri

*Preparing for dinner 10 AM-1 PM*

- Mon     Wed     Fri

*Serving dinner, assisting with clean-up 4:30 PM-6:30 PM*

- Mon     Wed     Fri

**PANTRY PROGRAM:**

*Cleaning to prepare for Tuesday delivery*

- Mon. 10 AM-1 PM

*Once a month from 10AM-1PM power steaming from of the building/outside stairway and hosing down plastic bins and crates. (warm weather only)*

- Mon. 10 AM-1 PM

*Unloading, organizing, and storing non-perishable food items from delivery trucks*

- Tues. 9:00 AM to 1:00 PM

*Pre-pack grocery bags for and other food items*

- Wed. 10 AM-2 PM       Thurs. 2 PM-5 PM       Fri. 2 PM-5 PM

*Packing and distributing grocery packages to clients*

- Thurs. 9:30 AM to 2 PM     Fri. 9:30 AM-1:30 PM     Sat. 9:30 AM to 1:30 PM

**COOKSHOP PROGRAM:**

*Opening bags and packing pantry bags*

1<sup>st</sup> Wed. of the month 10 AM-1 PM

*Prepacking ingredients, setting up tables/chairs and cleaning*

2<sup>nd</sup> Wed. of the month 10 AM-2:30 PM     3<sup>rd</sup> Wed. of the month 10 AM-2:30 PM

4<sup>th</sup> Sat. of the month 10 AM-1:30 PM

**24 | 7 YCP PROGRAM:**

*Preparing sandwiches and brown bags for the emergency food program*

Mon. 3 PM-6 PM

**ADMINISTRATIVE OFFICE:**

*Assist the Volunteer Coordinator or the Development Director with mailings, data entry, other clerical duties,  
1 PM to 5:00 PM*

Mon     Tues     Wed     Thurs     Fri

**Please mail, email, or fax completed application to:**

Gladys Ortiz, Yorkville Common Pantry, 8 East 109<sup>th</sup> Street, New York, NY 10029

**Phone:** 917-720-9710 **Cell:** 646-280-5939 **Fax:** 917-720-9670 **E-Mail:** [gortiz@ycp.org](mailto:gortiz@ycp.org)

**THANK YOU!**