

# NEIGHBORS 4 NEIGHBORS

## Volunteer Signup Form

Return completed form to:  
Neighbors 4 Neighbors, Friends of the Desert Village Initiative, Inc.  
38180 Del Webb Blvd – PMB #58  
Palm Desert, CA 92211

(or place in the N4N Club Slot #2 in the alcove opposite the Post Office, MV Clubhouse)  
For info, visit [www.desertvillage.us](http://www.desertvillage.us), or email [info@desertvillage.us](mailto:info@desertvillage.us), or leave message at 760-592-9864

*(please print:)*

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

Address: \_\_\_\_\_ District: \_\_\_\_\_

M\_\_\_ F\_\_\_ Date of Birth (MM/DD/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_ Fulltime? Y\_\_\_ N\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency contact information: Name \_\_\_\_\_

Emer. Contact phone numbers: work/home \_\_\_\_\_ Cell \_\_\_\_\_

Previous Volunteer Experience: \_\_\_\_\_

Special Skills \_\_\_\_\_

Employment Field(s) Past and Present: \_\_\_\_\_

How did you hear about our N4N Volunteer Program?  Friend  Ad in *News & Views*

I am an N4N Member

N4N Resident Group article in *N&V*

*Is there a specific service for which you want to volunteer? (Check as many as you want.)*

Helping Hands (household tasks)  Short Term Pet Care

Going My Way (a ride or errand; includes partial mileage reimbursement)

Dispatch (answer calls & dispatch volunteers; iPad familiarity preferred)

Other \_\_\_\_\_

*Your affirmation:*

I understand that by signing this document I agree to comply with all the policies and procedures of Neighbors 4 Neighbors and the Desert Village Initiative, Inc.

\_\_\_\_\_  
*Volunteer's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Name*

***(Important information on reverse)***

Job Descriptions: Descriptions of the various teams and tasks that Neighbors 4Neighbors undertakes are available on our website: [www.desertvillage.us](http://www.desertvillage.us); click on Volunteer Opportunities. If you have further questions, you can email [info@desertvillage.us](mailto:info@desertvillage.us), or leave a message at 760-592-9864.

Orientation, Interview and Training of Volunteers: You will be scheduled for an Orientation session when this signup sheet is processed. After orientation, you will be contacted by the Volunteer Coordinator, who will conduct an informal interview as to the service(s) for which you wish to volunteer. Your questions will be answered, and you will be scheduled for training for the service(s) you choose.

Confidentiality: A primary concern for Neighbors 4 Neighbors volunteers must be the confidentiality and privacy of all member information; personal information must not be discussed with anyone other than those volunteers who are acting in a supervisory position and are asked for guidance on handling unusual or difficult situations. Details of a service call may be used for training purposes, but without revealing names, addresses, or other identifying information.

Policies and Procedures: As a volunteer, you have the responsibility to review and understand all the Policies and Procedures relevant to your program and the general policies of Neighbors 4 Neighbors. Along with your Orientation materials, you will be provided a website location, user ID and password for accessing all N4N's Policies and Procedures.

Safety Considerations: You have the responsibility to alert and discuss with your team leader any situation that you feel may endanger your own health, safety or welfare, or the health, safety or welfare of a member you encounter in the course of providing Neighbors 4 Neighbors services.

Insurance: The Desert Village Initiative carries insurance that covers all its volunteers as well as the SCPD Homeowners' Association.

Retirement/Resignation: Should you decide to terminate your volunteer activity with Neighbors 4 Neighbors, any materials and notes that you may have regarding members you have been working with are to be returned to Neighbors 4 Neighbors.