



1410 Danzig Plaza, 2<sup>nd</sup> Floor  
Concord CA 94524 (p): 925-603-0175 (f): 925-265-6967  
Standffov.org

## STAND! VOLUNTEER INFORMATION PACKET

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### ***Volunteer Information Packet Contents:***

- Letter of Intro from Susan Woodhouse
- List of items to be returned with your application
- An Overview of STAND! for Families Free of Violence
- Volunteer Position Descriptions
- Training Fee Policies and Scholarship Application
- STAND! Volunteer Application Form

### ***Items to be returned with your application:***

#1 must be returned with your entire application to Susan Woodhouse via email or mail. #2, #3 and #4 can be provided during your formal interview if applicable to your position of interest.

Send items and application to:

#### **Mail:**

STAND! For Families Free of Violence  
1410 Danzig Plaza, Suite 260  
Concord, CA 94520

#### **Email:**

susanw@standffov.org

- 1. Completed STAND! Volunteer Application Form
- 2. A copy of your current California Driver's license or ID.
- 3. A copy of your ID/DL record from the DMV (\$5.00 fee at DMV) IF APPLICABLE to the position of interest.
- 4. Copy of your current auto insurance coverage showing expiration date IF APPLICABLE to the position of interest.



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Dear Prospective Volunteer:

Thank you for your interest in volunteering with STAND! for Families Free of Violence. We welcome individuals from all walks of life to join us in our efforts to end domestic violence and child abuse and to rebuild lives. This is an exciting time to be volunteering with us as a recent merger with Family Stress Center, which means there are more volunteer opportunities than ever.

Domestic violence and child abuse are a reality in all communities, yet this reality is often overlooked. Upon further examination however, we find that domestic violence and child abuse are widespread. For example, women between the ages of 16 to 24 years experience the highest rate per capita of intimate partner violence. Another study indicates that 50% of homeless women and children are homeless because of domestic violence. YOU can help us lower and even eliminate those numbers.

For the protection of our volunteers, staff, and our clients, we require a thorough, in-depth screening and interview process. We have enclosed for you the first step of this process, *a volunteer application to be completed and returned to me via email or mail*. Please read the information closely and let me know if you have any questions.

A reminder that the amount of training varies with each volunteer position and you may be required to complete our 50+ hour Mandated Agency Training.

We appreciate your interest in working with us and look forward to you joining our team. If you have any questions or concerns, please contact me at 925-603-0175 or go to our website at [www.standffov.org](http://www.standffov.org).

Sincerely,

Susan D. Woodhouse  
Volunteer Coordinator



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### An Overview of STAND! for Families Free of Violence

STAND! for Families Free of Violence has been working to end domestic violence in Contra Costa County for over 30 years. Since then, STAND! has evolved from a single volunteer crisis line to a multi-service agency that serves over 10,000 people annually. And in July 2010, STAND! expanded its services by merging with Family Service Center to better meet the needs of families and children in crisis.

Domestic violence and child abuse are complex issues that must be addressed on many levels. We achieve this by engaging individuals, families, and the community in our intervention, prevention, and treatment programs. We recognize that to end domestic violence and child abuse, there must be education about the issue (achieved through our prevention programs), services and support to victims of violence/abuse (intervention programs), and support for those who abuse (treatment programs).

Whether our volunteers are answering incoming calls to our crisis line, providing assistance to our therapeutic childcare program, being STAND's representative at speaking events, or working with at-risk youth, they are a vital part of STAND!. Volunteers increase the quality of our services and programs, sometimes offer services we otherwise couldn't provide, and improve our community relations. This, of course, translates to an increased capacity to serve our clients and the Contra Costa community.

Our volunteers can get involved in five departments: Prevention, Intervention, Treatment, Fundraising, and Special Projects. Enclosed is a list of volunteer positions available. We are also open to utilizing any special skills you may have as well. Finally, we request our volunteers to commit to a minimum of one year, completing between 2 to 16 hours of volunteer work per month.

## How to Become a STAND! Volunteer

1. Attend an orientation if currently available.
2. Complete and return the volunteer application.
3. Participate in our thorough background check and screening process if applicable to the position you're interested in.
  - a. Attend a one-on-one interview with our volunteer coordinator.
  - b. Pass FBI Livescan Fingerprinting Process (5 – 7 minutes of your time).
  - c. Provide a copy of your California ID.
  - d. Provide a copy of your car insurance and your ID/DL record from the DMV if applicable to your volunteer position.
4. Attend the Mandated Agency Training and provide your training fee ONLY IF it is a requirement for the position you're interested in. The training fee must be paid before the first day of training.
5. Choose the volunteer position that interests you and a supervisor from that department will contact you within a week to get you started. There may be further on-the-job training involved.

## Training Overview

The 50+ hour Mandated agency training includes the state mandated training for anyone interested in working or volunteering for a domestic violence agency (California Evidence Code 1037.1). In addition, it also discusses the issues of child abuse and neglect. The training is facilitated by staff and community speakers using discussions and activities to explore various issues including: the dynamics of domestic violence and child abuse, effects on the family, the legal system, community resources and more. Our training is intended to help you feel prepared before you begin your volunteer work.

**After completing the Mandated Agency Training, STAND! requires a one year commitment of 2 to 16 hours a month.**

Please note that certain volunteer positions are exempt from this requirement. For example, positions that do not require *any interaction* with DV clients DO NOT require the volunteer to complete the Mandated Agency Training. Other positions may require you to complete one module (15 – 17 hours) of the Mandated Agency Training.

## Fees

The cost of training is \$25.00. Payment plans are available (Please see "Training Fee Policies").

## Benefits of Volunteering

Aside from making a meaningful contribution to your community, our volunteer positions are opportunities for you to learn and/or further develop job skills. It is also a chance to build on your work experience and familiarize yourself with the inner workings of nonprofit organizations. You can expand or polish your current skill set regarding

leadership, community organizing, peer counseling, public speaking, community outreach, childcare, effective communication, office assistance and more!

## **Training Fee Policies**

To cover the costs of materials, speakers, administrative efforts, and time, it is necessary for STAND! to charge \$25.00 for the Mandated Agency Training. We offer a variety of payment options for individuals who are unable to provide the fee in full. Please let us know if you have any concerns or questions regarding this fee.

### **Training fee is due two weeks prior to the course**

Unless you are using a payment plan, the full payment of your training fee is due two weeks prior to the training course. In paying on time, you are guaranteed a spot in our course. If paid late, your spot may be taken by someone on our waiting list and any deposits made will be forfeited.

### **Cancellations and Refunds**

Please let us know as soon as possible if you need to cancel and end your involvement in the training course at any time.

If your cancellation is **one full month** or more (with exceptions) before the start date of your course, you may:

1. Receive a refund of your training fee.
2. Transfer your payment to another training given within the next six months.  
This will leave you with credit that is slightly under the full fee required so you will need to pay the balance before the start of the course.

If you do not show up for part or the whole of the training course and/or leave the course early without adequate notice beforehand, you are not entitled to receive any refunds, credits or transfers.

**After completing the Agency Mandated Training, STAND! requires a one year commitment of 2 to 16 hours a month.**

# Financial Assistance Options

STAND! for Families Free of Violence recognizes that the cost of our training can be prohibitive to some individuals. We offer various payment options that are most convenient for your financial situation.

## Payment Plans

Paying in installments is a great option for anyone who finds it difficult to come up with a course's full payment all at once. STAND!'s flexible payment plans allow you to pay the fee in increments that are convenient to you, so you do not have to wait until your financial circumstances change to enroll in a course. Payment plans can be set up in one of the following three ways:

1. You can start making payments, either by cash, check, money order or credit card, and STAND! will keep your payments on file. When you have sent in enough to cover the cost of a course, you may apply what you have paid to any available training course.
2. If you want to enroll in a current training course but you do not have enough time to raise the funds before you attend it, you can give us a credit card number and we will charge it at regular intervals until your fee is paid in full. If you do not have a credit card, you may give us postdated checks adding up to the full amount. You must also sign a payment agreement stating that you agree to pay the full amount for the course.

# STAND! VOLUNTEER APPLICATION

*This information will be kept strictly confidential*

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

Address \_\_\_\_\_  
Street City State Zip

Home (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Pgr/Vm/Cell phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Best way to contact you: Mail \_\_\_\_\_ Home Phone \_\_\_\_ Work Phone \_\_\_\_ Fax \_\_\_\_  
Pgr/Vm/Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

*STAND! is committed to serving all members of our diverse community. We hope you will share your age and race/ethnicity with us to help us keep track of how we are doing. Thanks!*

Birth Date \_\_\_\_\_ Ethnicity/Race \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Relationship to you \_\_\_\_\_

## ***Please answer the questions below:***

1. Why do you want to get involved in ending domestic violence and child abuse?

2. Why do you want to volunteer with STAND! and what would you like to do?

3. What volunteer experience do you have and how do you think it will help you in volunteering with us?

4. What do you do when you're not volunteering? What are your hobbies?

5. What is your availability and time commitment?

6. Is there anything you can think of that would interrupt your commitment with STAND! and require you to terminate your work with us?

7. Lastly, how did you hear about us?

Thank you for your cooperation during this process.  
You're on your way!