

STAND!

Against Domestic Violence

Dear Prospective Volunteer:

Thank you for your interest in volunteering for STAND! Against Domestic Violence. STAND! welcomes volunteers of all backgrounds and ages. By volunteering with STAND!, you are helping us with our mission to end domestic violence through the provision of prevention and intervention services. Domestic violence affects not just the people involved, but also the children, other family members, friends, and even the community. Did you know, for example, that 50% of homeless women and children are homeless because of domestic violence, that homicide was the second leading cause of death on the job for women in the year 2000, or that women between the ages of 16 to 24 experience the highest rate per capita of intimate partner 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. Enclosed is a list of items you should have received with this packet, plus a list of items to be completed and returned to STAND! **before** your interview can be scheduled. After your application has been received, we will call you to arrange a date and time for your interview.

If, after a successful interview, you are invited to become a volunteer, and depending on what your interest is, you may be required to attend our mandatory training which consists of 40 hours of classroom training.

Please call our office at 925-603-0175 with any questions or go to our website at www.standagainstdv.org.

I appreciate your interest in our organization and look forward to receiving your completed packet.

Sincerely,

Susan D. Woodhouse
Manager, Volunteer Services

Encl.

STAND! Volunteer Information Packet

Check List for Receipt of Enclosed Items

- Check list for receipt of items and items to be returned with your application
- Introductory information about STAND! (3 pages)
- Job Descriptions (1 page)
- Fee Schedule (3 pages)
- STAND! Volunteer Application Form
- Dates of next STAND! training

Items to be returned with your application.

All of the following items must be returned with your application to:

STAND! Against Domestic Violence
1410 Danzig Plaza, Suite 260
Concord, CA 94520
Attention: Susan Woodhouse

1. Completed application form.
 2. A copy of your current California Driver's license.
 3. A copy of your DMV printout. (\$5.00 fee at DMV)
 4. Copy of your current Automobile Insurance coverage showing expiration date.
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Crisis/Resource Line Counselor

- Answer incoming client calls to the crisis line
- Provide peer counseling, advocacy and resources via phone and/or in person
- Respond to police and hospital calls to provide services to potential clients upon request
- Help transport clients to/from motels, BART/bus stations, shelter, medical, or legal appointments (Central County only)
- Accompany clients to legal proceedings to provide emotional support (Central County only)

Children's Activity Provider

- Provide childcare to residential and support group clients
- Plan games and activities appropriate to the developmental needs of the children emphasizing safety, security, and trust
- Encourage language skills and development by reading, telling stories, and singing songs
- Teach children to play collaboratively with other children
- Maintain a safe, well-planned orderly environment conducive to the intellectual, social, emotional, and physical needs of the children

Employment & Training Program Assistant

- Provide one-to-one vocational and/or computer training
- Facilitate Employment Readiness and Career advancement trainings
- Assist in building and strengthening community relationships
- Assist in developing projects that will enhance program services

Pre-School Teacher's Assistant

- Assist pre-school teacher in providing a safe and nurturing environment for the children
- Enhance children's play with language, toys, and activities
- Act as role-model for the children

Prevention Educator

- Co-facilitate violence prevention workshops for youth in Contra Costa County
- Act as a positive role model and mentor for young men and women

Speaker

- Act as STAND!'s representative at speaking and tabling events
- Write and present talks on a variety of topics including, but not limited to: dynamics of domestic violence, effects of violence on children, substance abuse and domestic violence, anger management, and STAND! services.

Support Group Leader

- Facilitate and coordinate support groups for clients
- Maintain records of groups for grant required documentation
- Maintain confidentiality
- Notify clinical supervisor of crisis situations or mandated reporting issues
- Attend monthly consultation meeting with clinical supervisor

Training Fee Policies

Deposits

You can hold your space in a training course up until two weeks before the start date of the course by making a deposit of 25% of the full training fee. The deposit must be 25% of the total regardless of whether you are receiving a discount. Your deposit is forfeited if you have not paid in full by two weeks before the course and are not on a previously scheduled payment plan.

Discounts

Discounts are only available for the Crisis Line Training. Discounts cannot be used concurrently. With discounts, fees are as follows:

- \$300 Early Bird Special (if fee is paid in full **one month** in advance of course)
- \$250 Friend Special (if you sign up with **one** friend for the same course)
- \$200 Friends Special (if you sign up with two friends for the same course)

Fees are due two weeks prior to the course

Unless you are using a payment plan (see financial assistance page,) your full payment is due two weeks prior to the course. If your full payment is in at this time, your spot in the course is guaranteed. If not, your spot is available to someone on our waiting list and your deposit is forfeited.

Cancellations and Refunds

Please let us know as soon as possible if you need to cancel out of a course.

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

1. Receive a refund, less a \$25 administrative fee.
2. Transfer the full amount to a course within six months, less a \$25 administrative fee. This will leave you with a credit of less than a full course charge and you will need to pay the balance before the start of the course.

If your cancellation is **less than one month** before the start date of your course, you may:

1. Receive a refund, less a \$25 administrative fee.
2. Transfer the full amount to a course within six months, less a \$25 administrative fee. This will leave you with a credit of less than a full course charge and you will need to pay the balance before the start of the course.

No transfers, credit, or refund will be given if you cancel without proper notice, if you do not show up for part or all of the course, or if you leave the course early.

Year-end Refunds

All volunteers who have completed the training are eligible to receive a full refund, less a \$25 administrative fee after one year of volunteering. Volunteers must turn in timesheets as proof of volunteering.

Financial Assistance Options

STAND! realizes that the cost of our training can be prohibitive for some individuals so we offer two forms of financial assistance, detailed below.

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 comfortable for 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 the fee you have paid to any available course.
2. You can select a course from the schedule and pay a \$100 deposit to hold your spot. You then make payments by cash, check, money order or credit card whenever it is convenient for you. Full payment is due two weeks before your course starts.
3. If you want to enroll in a course that starts too soon for you to pay the full fee ahead of time, 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.

Scholarships

Scholarships are available to volunteers who could not otherwise afford to take the training. Every scholarship recipient pays some amount toward their fee. STAND! determines the amount of financial assistance. If a volunteer is awarded a scholarship, no other discounts can be applied to the course. You must fill out the Scholarship Application and return it to STAND! with the rest of your application. At your interview, the Volunteer Coordinator will go over the scholarship with you.

We are unable to process a scholarship application until we have received all the necessary information, including financial documentation. A space in a particular course cannot be held for you until the application process is completed. Confirmation of enrollment is based on the amount of scholarship money available and the space in the course selected at the time the process is complete.

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This information will be kept strictly confidential. Please print clearly

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 attach a copy of your current resume, if available

*The information contained in this application is accurate and correct to the best of my knowledge. I understand that by submitting this application, I am authorizing inquiries to be made concerning my suitability as a volunteer. This will include a check for any past criminal record. The information requested in this application and such as may otherwise be obtained will be used only for the purpose of determining suitability as a volunteer. All information remains confidential. Criteria used in the selection of volunteers will be such as to ensure that the individual is able to meet the responsibilities of **STAND!** No individual will be rejected because of race, color, gender, age, sexual orientation, religion, national origin, marital status, or disability.*

Please PRINT your name

Signature

STAND!

Against Domestic Violence

Training Schedule
 Summer 2009
JULY 20 – AUGUST 25
CENTRAL COUNTY

Day	Date	Time	Topic	Hours
Monday	7/20	6:00 – 9:30 p.m.	Introduction to Domestic Violence	3½ h
Tuesday	7/21	6:00 – 9:30 p.m.	Community Response – Faith	3½ h
Monday	7/27	6:00 – 9:30 p.m.	Effects of Violence on the Family	3½ h
Tuesday	7/28	6:00 – 9:00 p.m.	Barriers to Safety	3 h
Monday	8/3	6:00 – 9:30 p.m.	Community Response	3½ h
Tuesday	8/4	6:00 – 9:00 p.m.	Introduction to Intervention Services	3 h
Saturday	8/8	12:00 – 5:00 p.m.	Legal Resources	5 h
Monday	8/10	6:00 – 9:30 p.m.	Community Resources	3½ h
Tuesday	8/11	6:00 – 9:00 p.m.	Communication Skill Building	3 h
Monday	8/17	6:00 – 9:30 pm	Cultural Consideration	3½ h
Tuesday	8/18	6:00 – 9:30 p.m.	Community Resources	3½ h
Monday	8/24	6:00 – 9:30 pm	Crisis Line Training	3½ h
Tuesday	8/25	6:00 – 9:00 p.m.	Social Change	3 h