

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! (2 pages)
- Job Descriptions
- Fee Schedule (4 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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Volunteer Information Packet

Formerly Battered Women's Alternatives

1410 Danzig Plaza, Ste 260, Concord CA 94520 (p): 925-603-0175 (f): 925-676-0449

www.standagainstdv.org; susanw@standagainstdv.org

Information about STAND! Against Domestic Violence

STAND! Against Domestic Violence has been in Contra Costa County for over 30 years. Domestic violence is not just a family matter but a community matter as well. At STAND! we know how to turn fear and pain into hope and healing. We've evolved from a volunteer crisis line to a multi-service agency serving over 10,000 people annually. Today, STAND! remains the best hope for Contra Costa County residents trapped in the vicious cycle of domestic violence.

Domestic violence is a complex issue that must be addressed on many levels. STAND! engages people at the individual, family, community, and societal level with strategies of intervention, prevention, and treatment. We know that in order to eliminate domestic violence, there must be education before violence occurs (prevention,) there must be services and support to victims of violence (intervention,) and there must be treatment and support of those who abuse (treatment.) Whether answering crisis line calls, caring for women and their children at our emergency shelter, teaching teenagers about healthy dating relationships in the classroom, counseling a child who has witnessed abuse, or empowering people who abuse with new ways of relating to others, STAND!'s staff and volunteers provide needed services to the increasing numbers of Contra Costa County residents affected by domestic violence.

There are five areas where STAND! volunteers can contribute – Intervention (helping clients during the crisis,) Treatment (helping clients after the crisis,) Prevention (helping the community prevent the violence before the crisis,) Development and Marketing (helping STAND! raise money for our programs,) and Special Projects such as office work. Our volunteers commit to a minimum of **one year** and from 2 to 16 hours per month. You may volunteer in more than one area, although we encourage you to volunteer in only one program within Intervention. Please take a look at the job descriptions and be prepared to talk about them at your interview. If you are interested in something not described here, please let me know at the interview and we'll figure something that would match both your skills and our needs.

To Become a STAND! Volunteer

1. Attend an orientation.
2. For the protection of our volunteers, staff, and clients, the application and selection process is thorough and in-depth. To be selected, the applicant will:
 - a. Complete an application form.
 - b. Provide a copy of their current driver's license.
 - c. Successfully complete a personal interview.
 - d. Pass FBI Livescan Fingerprint.
 - e. Provide a copy of their automobile insurance and a background check from the DMV (required for Intervention, Prevention, or Treatment volunteers)
3. Attend training and pay training fees
 - a. Module 1a – Dynamics of Domestic Violence \$120
 - i. Intervention, Prevention, and Treatment volunteers **must** attend
 - ii. Development & Marketing and Special Project volunteers strongly encouraged to attend
 - b. Module 1b – Childcare Internship \$64
 - c. Module 2a – Crisis Line Training \$240
 - i. Intervention and Treatment volunteers **must** attend
 - d. Module 2b – School Based Programming \$72
 - i. Volunteers interested in working in the schools **must** attend
 - e. Module 2c – Speaker's Bureau \$32
 - i. Volunteers interested in the speaker's bureau **must** attend
 - f. Module 2d – Support Group \$240
 - i. Volunteers **must** complete modules 1 and 2a
4. Volunteer Coordinator in program of your choice will call you within a week to set up a time for you to come in and get oriented with the program. There may be further on-the-job training involved

Volunteers interested in volunteering in the Intervention or Treatment programs **MUST** attend the 40-hour Domestic Violence Counselor Training per California Evidence Code 1037.1. The training is taught by STAND! staff and community speakers. Topics offered in the 40-hour Domestic Violence Counselor Training include, but are not limited to: dynamics of domestic violence, effects on the family, the legal system, and how the community has responded to domestic violence.

Fees

To offset the cost of training, there is a fee of \$9/hour. The cost to you can range from \$64 to \$360 for the training.

Intervention (Caseworker, Childcare): \$360

Childcare Internship: \$ 64

Treatment (Group Leader): \$360

Prevention (if you're taking the Crisis Line Training – module 2a – the fee is \$360 and all other prevention training fees are waived):

School Base Program: \$192

Speaker's Bureau: \$152

Fee Refunds

To encourage volunteering, those who volunteer for a minimum of one year will have their fee refunded.

Intervention and Treatment:	\$335
Prevention	
School Based:	\$167
Speaker's Bureau:	\$127
Childcare Internship	\$ 39

Please note that **any** volunteer who attends the Crisis Line Training (module 2a) **MUST** volunteer for a minimum of one year in a **direct service** position to receive their \$335 refund.

Benefits of Volunteering

1. Making a difference in a person's life by:
 - a. **Helping** them during a crisis, or
 - b. Assisting them to **heal** from the crisis, or
 - c. Giving them **hope** so the crisis never occurs
2. Free in service trainings delivered by professionals in the field. Some sample topics:
 - a. Effects of Violence on Children
 - b. The Faith Community – Are They Helping or Hindering Victims of Domestic Violence?
 - c. Domestic Violence and Immigration
3. Free volunteer events
 - a. Volunteer Appreciation Event in April – National Volunteer Appreciation Month
 - b. Movie Night (viewing and discussion of a domestic violence or related movie)
 - c. Heal the Healer Night (learn something fun like Salsa dancing or self-hypnosis!)
4. Bi-monthly peer group meetings
5. Be part of the STAND! family of over 100 volunteers and 60 staff
6. Be a part of the worldwide movement to end domestic violence

Case Worker I

- 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 (CCO only)
- Accompany clients to legal proceedings to provide emotional support (CCO 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

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



Fee Schedule

Formerly Battered Women's Alternatives

1410 Danzig Plaza, Ste. 260, Concord CA 94520 (p): 925-603-0175 (f): 925-676-0449

www.standagainstdv.org; susanw@standagainstdv.org

To offset the cost of training, it is necessary for STAND! to charge a fee. Volunteers who commit to and volunteer for a minimum of one year will have their fee refunded, less a \$25 administrative fee. Scholarships and other payment options are available on a limited basis. Please read the Training Fee Policies for more information.

Fee Schedule

Basic Dynamics of Domestic Violence	\$120
<ul style="list-style-type: none">• Recommended for Development & Marketing and Special Projects volunteers• Required for Intervention, Treatment, and Prevention volunteers	
Crisis Line Training	\$360
<ul style="list-style-type: none">• Recommended for Prevention volunteers• Required for Intervention and Treatment volunteers• Basic Dynamics of Domestic Violence training included in fee	
Childcare Intern	\$64
<ul style="list-style-type: none">• Required for interns interested in working with children only and for short period of time	
Support Group Training	\$360
<ul style="list-style-type: none">• Required for Treatment volunteers• Basic Dynamics of Domestic Violence and Crisis Line Training included in fee	
School Based Program*	\$72
<ul style="list-style-type: none">• Required for School Based volunteers (Prevention)• Basic Dynamics of Domestic Violence training included in fee	
Speaker's Bureau*	\$32
<ul style="list-style-type: none">• Required for Speaker's Bureau volunteers (Prevention)• Basic Dynamics of Domestic Violence training included in fee	

* fees will be waived for volunteers who have completed the Crisis Line Training

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:

- \$310 Early Bird Special (if fee is paid in full **one month** in advance of course)
- \$300 Friend Special (if you sign up with **one** friend for the same course)
- \$260 Friends Special (if you sign up with two friends for the same course)

All 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.

Scholarship Application

Please complete this application and return with your application to the STAND! office.

Amount of financial assistance requested: _____

Please explain why you need a scholarship (use a separate sheet of paper if needed.)

Initial the following:

- _____ I have read and understand the financial assistance and fee policies.
- _____ I understand that my scholarship application will not be processed until it is complete.
- _____ I understand that scholarships are given only when scholarship money is available.
- _____ I understand that I will pay some amount to show my commitment to volunteering.



Volunteer Application

Formerly Battered Women's Alternatives

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www.standagainstdv.org; susanw@standagainstdv.org

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 _____

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

Training Schedule Spring 2008 LOCATION: RICHMOND

Module 1a – Dynamics of Domestic Violence

Day	Date	Time	Topic
Saturday	3/1	9 – 5:30 pm	Introduction to Domestic Violence Effects of Violence on the Family
Sunday	3/2	9 – 5:30 pm	Barriers to Safety Community Response

Module 1b – Childcare Internship

Day	Date	Time	Topic
Saturday	2/9	1 – 5 pm	Introduction to Domestic Violence Effects of Violence on the Family
Sunday	2/10	1 – 5 pm	Community Resources

Module 2a – Crisis Line Training

Day	Date	Time	Topic
Saturday	3/8	9 – 5:30 pm	Introduction to Intervention Legal Resources
Sunday	3/9	9 – 5:30 pm	Community Skill Building Community Resources
Saturday	3/15	9 – 5:30 pm	Crisis Line Training Cultural Consideration
Sunday	3/16	9 – 5:30 pm	Vicarious Trauma Social Change

Module 2b – School Based Programming

Day	Date	Time
Friday	3/14	1 – 4 pm
Friday	3/21	1 – 4 pm
Observations		To be determined

Module 2c – Speaker's Training

Day	Date	Time
Friday	4/11	1 – 3 pm
Friday	4/18	1 – 3 pm

Module 2d – Support Group Leader Training

To be determined

* Topics may change but dates are firm