

Volunteer Information Packet  
Updated 1/17/14

**You are our ambassadors...**

Dear Volunteer:

Thank you for your interest in supporting Goodwill Industries of Southwest Florida! It would not be possible to accomplish our community's needs without the support of our volunteers.

For over a Century, Goodwill Industries has been helping individuals with disabilities and other disadvantages with the philosophy of a "hand up, not a hand out."



Dr. Edgar J. Helms, our founder, describes Goodwill as "An industrial program as well as a social service enterprise... a provider of employment, training and rehabilitation for people of limited employability, and a source of temporary assistance for individuals whose resources were depleted."

Dr. Helms' vision set an early course for what today has become an internationally known organization helping to enhance the dignity and quality of life of individuals, families and communities through the power of work!

I would also like to take this opportunity to also invite you to attend a ***FREE*** Breakfast with the President. This is an informal (one-hour) get together with our President and CEO. You will hear about Goodwill's programs and services, our mission, and our programs and services. Please let me know if you would like to attend and we will reserve a spot for you.

Sincerely,



Natalie Tursi  
Interim Volunteer Coordinator  
Assistant to Vice President -  
Communications and Development  
[natalietursi@goodwillswfl.org](mailto:natalietursi@goodwillswfl.org)  
Phone: (239) 995-2106, Ext 2249

FOR GOODWILL OFFICE USE			
To HR		SAGE	
Contact Store & Volunteer		Tracking	



Volunteer Information sheet

**Please fax in this information to 239-652-1654**

**If you are volunteering due to a COURT ORDER or Recommendation, This is NOT the correct form. Please call 239-995-2106 EXT 2217**

**Contact Information**

Printed Name <b>PRINTED:</b>	
Address /City/St/Zip	
Email Address <b>PRINTED:</b>	
Home phone	Cell phone

**Availability**

Type(s) of volunteering I am interested in

**CAMPING for people with disabilities (ALVA)** **Please contact Jesi Cason at (239) 995-2106, Ext 2312**

Festival of Trees Volunteer

Donation or Book Drive:       Organize       Attend and assist

Local Events support :       Annual Luncheon in May,       Golf Tournament in May

**Retail Store – Specific Location:** \_\_\_\_\_

**Total Number of hours needed to complete, if applicable:** \_\_\_\_\_ **HOURS**

**Person to contact in case of EMERGENCY**

\_\_\_\_\_

PRINTED Name \_\_\_\_\_ Relationship \_\_\_\_\_

\_\_\_\_\_

Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

**Demographic and other information**

**Are you OVER 16 years of age?** \_\_\_\_\_ **Are you still in High School?**  Yes  No

Has the court assigned you a legal guardian:

Name: \_\_\_\_\_ Phone \_\_\_\_\_

**All minors under 16 must have a parent or guardian with them while volunteering**

Have you been convicted of any crimes?  Yes  No If Yes, please explain:

**I am Volunteering to:**

Meet School or Program requirement  Support my community  Other

Pursuant to the **Americans with Disabilities Act**, do you require special aides or services?  Yes  No

Please explain your need and how we can help:

Do you shop at Goodwill? \_\_Yes \_\_No      Do you donate items to Goodwill? \_\_Yes \_\_No

Have you ever used a Goodwill service? \_\_Yes \_\_No

Which one? \_\_\_\_\_

Have you been to our Breakfast with the President? \_\_Yes \_\_No

Briefly describe what you think our mission is:

*If you are unfamiliar with our mission, please visit us at [www.goodwillswfl.org](http://www.goodwillswfl.org)*

## Agreement and Signature

### By my signature, I further understand and acknowledge that:

- I will conduct myself in accordance with the Goodwill Industries Code of Conduct.
- I understand that I am NOT allowed to access any computer.
- I certify that all information in this application is true and complete.
- I give any organization involved with Goodwill Industries of SWFL, Inc. permission to photograph me and use these photographs/videotapes for publicity purposes, unless written notice is received to the contrary.
- If I am hurt, I will report the accident to the HR Department at (239) 995-2106 by the end of that day.
- I have not been convicted for theft, murder, sexual offense, any felony, kidnapping, robbery, possession or use of a weapon, physical violence or crimes against children or any other crime that adversely affects the mission or reputation of Goodwill. A **background check** will be run and I have disclosed all required information.
- I voluntarily donate my time for public service and humanitarian objectives.
- I have read the store guidelines page and agree to follow Goodwill's rules.
- Goodwill Industries of Southwest Florida, Inc. reserves the right to terminate my volunteer status at any time as a result of (a) failure to comply with organizational policies, rules and regulations; (b) absences without prior notification; (c) unsatisfactory attitude, work, or appearance or (d) any other circumstances which, in the judgment of the Volunteer Coordinator, would make my continued service as a volunteer not in the best interests of Goodwill Industries of SW Florida, Inc.

### When beginning your volunteer time, for safety:

- **Please wear closed comfortable shoes**
- **Please wear Khaki pants or Slacks instead of jeans.**
- **Please wear a blue shirt, collared if you have one.**
- **Record your donated hours and make sure they are signed off by a store manager or assistant.**
- **Bring a photo ID**
- **If you are unsure of a policy or procedure while volunteering at the store, please ask your supervisor.**
- **If you will be late or out for the day, please call the store or location and let them know.**

By my signature, I attest to the information and understanding of the above.

\_\_\_\_\_  
Volunteer signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Goodwill signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guardian signature

\_\_\_\_\_  
Date

### **Natalie Tursi**

Goodwill Industries of Southwest Florida  
5100 Tice Street - Fort Myers, FL 33905  
(239) 995-2106, Ext 2249 – FAX (239) 652-1654  
[natalietursi@goodwillswfl.org](mailto:natalietursi@goodwillswfl.org)



## Volunteer Opportunities

Give your time, change a life...



### Miscellaneous Opportunities:

**Office Work** – Mailing, cutting, folding and filing.

**Camp** – Please visit our website for a full listing of Camp opportunities. Stay overnight, or help campers during the day.

**Special Events: Annual Luncheon (May), Golf (May) 5k Run (March)**

Assist with event preparation. At the event, welcome patrons and hand out collateral materials.

**Book/Donation drives** – Assist at or organize a donation drive

**Retail stores** – Assist with sorting, hanging, cleaning, moving product to the floor. We have over 26 locations to choose from.

**ShopGoodwill** – Assist with processing, packaging and mailing merchandise.

**Baking Club** – Join us to bake miscellaneous goodies or run a bake sale at our event, donating a portion of your proceeds.

**Youth** – Assist at our Page Park or SunCoast Community Centers with youth groups through summer and all year!

**JobLink Centers** – help job seekers surf for jobs on our computers, interview skills and resume reviews.

**Survey/Secret Shopper** – Join us inside and outside the stores to find out if our mission education is working.

**LIFE Academy** - Volunteer at our life skills school.

### Festival of Trees October – December

**Event location: Sidney & Berne Davis Art Center: 2301 1st Street, Ft. Myers, FL**

**The Festival of Trees Committee Member** – Help us in organizing ideas and events. Give input and assistance in decorating, working the children's workshop, PR, hospitality, clean up, photography and more. This is a very rewarding, time-intensive activity.

**August and September** - Ambassadors for Festival of Trees - We need individuals to spread the word to local companies about the Festival of Trees and volunteer opportunities to increase our exposure and chances that some will donate silent auction items, gift certificates or sponsor a tree.

**October - The Jingle Mingle** – Assist with event preparation, attend and help with follow-up.

**November 24 - 27 - Tree setup** - At the Sidney & Berne Davis Art Center we will be setting up/fluffing the artificial trees as well as decorating the Art Center and getting into the holiday spirit!

**November 29 – December 6- Festival of Trees** - Assist with welcoming the public, giving out information and watching over the trees to make sure they are not damaged.

**December 7 (Saturday) - Tux and Trees Evening Gala** - (5pm-11pm)

**Greeters** – Welcome patrons to the event and direct them to the registration area

**Registration** – Welcome patrons and give out packets of information.

**Tree Angels** – Assist patrons in learning about the tree themes, sponsor and gifts included in sale of tree.

**Silent Auction** – Remain in the auction area to oversee the displayed items and answer any questions.

**Live Auction Runner** – Take winning bid amounts to the check-out table.

**Item Pick up and Check out** – As the auctions close, prepare items for delivery and give to the purchaser.

**December 8 - Wrap up** - (morning/afternoon event). We will be packing up the decorations, and delivering the trees to their new homes. We need a fresh crew!

**December 9, 10 & 11 – Tree Delivery** – Assist Goodwill delivery trees to their new owners.



Find our full Volunteer Application online at [www.goodwillswfl.org](http://www.goodwillswfl.org)

#### Contact:

Natalie Tursi, Interim Volunteer Coordinator

[natalietursi@goodwillswfl.org](mailto:natalietursi@goodwillswfl.org)

(239) 995-2106, Ext.2249

**THIS SECTION TO BE COMPLETED BY HIRING MANAGER**

**\*\*For Employment, please check position for which candidate is applying.**

Employment\*\* OR  Community Service Volunteer

Sales Associate     Processor     Shift Supv or Asst Mgr

ADC Attendant     Driver     Material Handler I - III

Other (Please list): \_\_\_\_\_ Location: \_\_\_\_\_

**Applicant:**

1. I authorize Goodwill Industries of Southwest Florida, Inc., herein referred to as the "Company", to conduct a background investigation and to obtain information about me from appropriate credit reporting agencies; consumer reporting agencies; present and previous employers; and/or educational institutions. This includes information regarding employment, employment contracts, legal residency status in the United States, validity of social security number, personal references, education, criminal records, illegal drug use, drug and alcohol test results and any of the information I have disclosed on my application and/or any attachments, exhibits or resumes. Furthermore, the Company may contact others who may be able to provide information as to my background, character and general reputation. I hereby affirm that my answers to all questions on my application, this data sheet, any attachments, and/or resumes are true and correct. I affirm that I have not knowingly withheld any facts or circumstances that would, if disclosed, affect my application. 2. A copy of this authorization form may be accepted as the equivalent of the original. 3. By signing below, I acknowledge I understand the purpose of this authorization form and its intended use.

**To Whom It May Concern:**

1. The undersigned applicant has hereby applied for employment or as a volunteer with the Company. You are hereby authorized to release any information required by the Company to complete the processing of their employment or consideration as a volunteer. Necessary information may include, but not be limited to, any or all of the following: present and/or previous employment and/or employment contracts, legal residency status in the United States, validity of social security number, personal references, education, criminal records, illegal drug use, drug and alcohol test results, credit report and any of the information they have disclosed on their application, any attachments, exhibits and/or resumes. 2. A copy of this authorization form may be accepted as the equivalent of the original. 3. Your prompt reply will help expedite the Company's review process.

**Volunteer / Applicant Information**

**PRINT FULL LEGAL NAME**

Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

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

Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone #: \_\_\_\_\_ Sex (circle one):    Male    Female

E-mail Address: \_\_\_\_\_

(If required for position) Driver License #: \_\_\_\_\_ State of Issue: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escriba a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.*

### **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identify theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed

or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

**TYPE OF BUSINESS:**

1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.

b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau:

2. To the extent not included in item 1 above:

a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks

b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act

c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations

d. Federal Credit Unions

3. Air carriers

4. Creditors Subject to Surface Transportation Board

5. Creditors Subject to Packers and Stockyards Act

6. Small Business Investment Companies

7. Brokers and Dealers

8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations

9. Retailers, Finance Companies, and All Other Creditors Not Listed Above

**CONTACT:**

a. Bureau of Consumer Financial Protection  
1700 G Street NW  
Washington, DC 20006

b. Federal Trade Commission: Consumer Response Center – FCRA  
Washington, DC 20580  
(877) 382-4357

a. Office of the Comptroller of the Currency  
Customer Assistance Group  
1301 McKinney Street, Suite 3450  
Houston, TX 77010-9050

b. Federal Reserve Consumer Help Center  
P.O. Box 1200  
Minneapolis, MN 55480

c. FDIC Consumer Response Center  
1100 Walnut Street, Box #11  
Kansas City, MO 64106

d. National Credit Union Administration  
Office of Consumer Protection (OCP)  
Division of Consumer Compliance and Outreach (DCCO)  
1775 Duke Street  
Alexandria, VA 22314

Asst. General Counsel for Aviation Enforcement & Proceedings  
Department of Transportation  
400 Seventh Street SW  
Washington, DC 20590

Office of Proceedings, Surface Transportation Board  
Department of Transportation  
1925 K Street NW  
Washington, DC 20423

Nearest Packers and Stockyards Administration area supervisor

Associate Deputy Administrator for Capital Access  
United States Small Business Administration  
406 Third Street, SW, 8th Floor  
Washington, DC 20416

Securities and Exchange Commission  
100 F St NE  
Washington, DC 20549

Farm Credit Administration  
1501 Farm Credit Drive  
McLean, VA 22102-5090

FTC Regional Office for region in which the creditor operates or  
Federal Trade Commission: Consumer Response Center – FCRA  
Washington, DC 20580  
(877) 382-4357