



## Vancouver St. Vincent de Paul Society Conference Volunteer / Vincentian\* Information and Application

### Our Mission Statement

*Inspired by the Gospel values of charity and compassion for all and in an effort to promote human dignity, the Vancouver Conference of the Society of St. Vincent de Paul provides food, clothing, shelter and other forms of assistance to people in need.*

### Thank you for choosing to volunteer with our Conference!

We value your time, talents and the many gifts and strengths that each volunteer provides to the Society. Please review the **Volunteer Assignments and Description of Duties** (available in our office) for a brief outline of the duties and responsibilities of the volunteers who are working in the different departments and areas of the facility. It is a guideline for employees and volunteers who are helping clients with their need for food, clothing and other forms of assistance. It is imperative that St. Vincent de Paul operates in an efficient and consistent manner. If you have any questions or concerns about duties, procedures or clients, please talk with the Operations Manager or the Executive Director.

In addition to our own internal procedures, it is also important that certain guidelines be established for the people that come to us for help. The guidelines are not meant to deprive people of assistance but to enable St. Vincent de Paul to help as many eligible people as possible, while adhering to the mission of the Society. Furthermore, we must maintain the high standards of personal conduct and professional standards, with confidentiality and respect for our clients and other volunteers and staff.

**\*Vincentian = Active members who belong to the Catholic Church and accept the Rule of the Society.**

**Associate Members = These volunteers are affiliated with the conference or council and accept the Rule but may or may not belong to the Catholic Church.**



Vancouver St. Vincent de Paul  
Society Conference  
2456 NE Stapleton Road  
Vancouver, WA 98661  
360-694-5388

Years of Service \_\_\_\_\_

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

### Vincenonian Membership\*/ Volunteer Application Form

Name \_\_\_\_\_ Home or cell Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Email Address \_\_\_\_\_ Work or cell phone \_\_\_\_\_

Are you registered at a parish or church? (Optional) \_\_\_\_\_

How did you learn about St. Vincent de Paul? \_\_\_\_\_

Have you previously been a member or volunteer for the Society of St. Vincent de Paul? \_\_\_\_\_

If so, when and where? \_\_\_\_\_

As a Vincenonian, are you willing to attend monthly meetings or serve on a committee? \_\_\_\_\_

Indicate which of the following volunteer opportunities might be of interest to you:

Front Desk \_\_\_\_\_ Clothing /Food \_\_\_\_\_ Home Visits \_\_\_\_\_ Special Programs \_\_\_\_\_

Bread & Pastry Pick Up \_\_\_\_\_ Produce Pick Up \_\_\_\_\_ Food Pick Up \_\_\_\_\_ Don't Know \_\_\_\_\_

Special Training or Skills: \_\_\_\_\_

Do you have computer experience? \_\_\_\_\_

Can you do computer data entry? \_\_\_\_\_

Days and time that you are available to volunteer: \_\_\_\_\_

Have you reviewed the Seattle Archdiocesan Council Resource Guide for Safe Environment training (available in our office)? \_\_\_\_\_ It is a commitment to the protection of children, youth and vulnerable adults.

Background checks will be required and completed by **Trak 1® People Facts**.

**Please complete and return application and documents to our Vancouver St. Vincent de Paul office –Thank you.**

\*Vincenonian = Active members who belong to the Catholic Church and accept the Rule of the Society.

Associate Members = These volunteers are affiliated with the conference or council and accept the Rule but may or may not belong to the Catholic Church.



## Volunteer Expectations

- Complete and sign a Vincentian Membership\* / Volunteer application.
- Review and sign the required Volunteer Code of Ethics.
- Review and become familiar with the Job Description and Operating Procedures.
- Complete background check application through Trak 1 People Facts. Applications are kept in our office.
- For Vincentian Membership, \* attend Ozanam Training when available.
- New Volunteers: Attend volunteer orientation (held quarterly, invitation placed in Church bulletins).
- Review the Seattle Archdiocesan Council Resource Guide for Safe Environment Training. This course is about protecting vulnerable adults and children and is mandated by the National St Vincent de Paul Council.
- As a partner agency with Clark County Food Bank, each year we must review the Civil Rights Volunteer brochure and agreement.
- Provide start and end times. Provide notice, if replacement coverage is needed, or a late arrival is anticipated.
- If a minor, the Volunteer Code of Ethics needs to be signed, and the volunteer must work with a parent or guardian.
- Permission to use photograph release requires signature.

## Volunteer Code of Ethics

I will treat clients, staff members and other volunteers with the respect and dignity due to all God's people and consistent with the St. Vincent de Paul mission.

I will maintain the highest standard of personal conduct.

I will try to improve public understanding of the role of St. Vincent de Paul mission.

I will refrain from using my position as a volunteer to secure special privileges, gain or benefit for myself.

I will maintain the confidentiality of privileged information.

I believe that adherence to this Code of Ethics will promote and maintain the necessary high standards of personal conduct and professional standards and will assure public confidence in the integrity and service of St. Vincent de Paul, and most importantly, will reflect the morals, values and service to the poor exemplified by Jesus Christ.

---

Signature of Volunteer

---

Date

---

Signature of Parent/guardian, if volunteer is under 18