



Dear Volunteer Candidate,

Thank you for your interest in volunteering with Hands of Hope Northwest, Inc. (HoH). Volunteers are a vital part of this ministry which is impacting lives worldwide. HoH collects, sorts, boxes, and sends medical supplies and equipment all around the world to developing countries. We also make durable medical equipment available to those locally who have a short term need. All of our ministry is done in the name and love of Christ. We believe that by providing for the poor and needy we are fulfilling one of the commandments of our Lord and are opening the way for the gospel to be preached.

We have included in this packet:
Volunteer Ministry Application
Emergency Contact Information
Release Form

As you read through this packet, please pray that God will show both you and Hands of Hope Northwest His will regarding your involvement. If you feel that you are led to apply for a volunteer position with Hands of Hope, please fill out the application and return it to us. We will then schedule a time for an interview.

In His service,

Todd Durbin
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Volunteer Safety

The work requires of volunteers at Hands of Hope, many times requires a lot of bending, stooping, lifting and carrying objects or boxes. To ensure our volunteers remain injury free, it is important to carefully read the proper lifting instructions that follow.

What Is the Correct Way to Lift Objects?

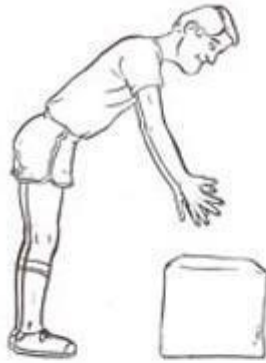
- Ask for help when lifting heavy objects. If you must lift something, do not try to lift anything that is awkward or heavier than 20 pounds.
- Before you lift an object, make sure you have firm footing.
- To pick up an object that is lower than the level of your waist, keep your back straight and bend at your knees and hips. Do not bend forward at the waist with your knees straight.
- Stand with a wide stance close to the object you are trying to pick up and keep your feet firm on the ground. Tighten your stomach muscles and lift the object using your leg muscles. Straighten your knees in a steady motion. Don't jerk the object up to your body.
- Stand completely upright without twisting. Always move your feet forward when lifting an object.
- If you are lifting an object from a table, slide it to the edge of the table so that you can hold it close to your body. Bend your knees so that you are close to the object. Use your legs to lift the object and come to a standing position.
- Avoid lifting heavy objects above waist level.
- Hold packages close to your body with your arms bent. Keep your stomach muscles tight. Take small steps and go slowly.
- To lower the object, place your feet as you did to lift, tighten stomach muscles and bend your hips and knees.

When reaching for objects overhead:

- Get your body as close as possible to the object you need.
- Make sure you have a good idea of how heavy the object is you are going to lift.
- Use two hands to lift.

Improper lifting

Technique →



Proper Lifting

Technique →

- Bend at the knees
- Back remains straight
- Hold object close to body
- Feet shoulders width apart

Source: <http://aolsvc.health.webmd.aol.com/content/article/51/40819.htm>

Volunteer Ministry Application

_____ Date: _____
First M.I. Last

Address: _____
Street City State Zip

Phone: _____
Home Cell

Email: _____

How would you like to receive our monthly newsletter? _____email _____mail

How did you hear about volunteering at Hands of Hope Northwest, Inc.?

Recent Training and Experience:

◇ Retired

◇ Student School: _____

◇ Employed Employer: _____ Position _____

◇ Other: _____

What training or employment experience do you have?

Areas of interest:

◇ Administration (office) ◇ Information Technology ◇ Advocate/Fundraising

◇ Prayer Intercessor ◇ Meals/Banquets/Events ◇ Facility Maintenance

◇ Sorting/Packing ◇ Clean Equipment/warehouse ◇ Equipment Repair

◇ Board Member ◇ Publicity/Graphic Design ◇ Loading Trucks

◇ Crafts ◇ Handcrafted caps, baby blankets, quilts

◇ Other _____

Birthday: ____/____/____ Anniversary: ____/____/____

Availability:

Monday Tuesday Wednesday Thursday Friday Weekends On call

List 3 of your strengths:

1.

2.

3.

List your 3 favorite ways to spend your time (hobbies, interests, etc.)

1.

2.

3.

Is there anything else we should know about you?

I affirm that the information provided on this application is true and correct.

Signature

Date



Volunteer Contact and Emergency Information

Your Information:

First Name _____ Last Name _____

Address _____ City _____ State _____ Zip _____

Phone Number Home/cell _____ Work _____

Medical Alert:

List any existing conditions, allergies, etc. _____

Emergency information:

Please list someone who could be reached in case of emergency.

First Name _____ Last Name _____ Relationship _____

Address _____ City _____ State _____ Zip _____

Phone Number Home/cell _____ Work _____

I give permission for my address and phone number to be released in printed form to other Hands of Hope Northwest personnel for business or emergency purposes only. It is understood that I am providing this information for use in the event of medical or other emergencies that necessitate contacting close family or friends.

Signature: _____ Date: _____



Release Form

I hereby give Hands of Hope Northwest, Inc. permission to use my photograph in company brochures, promotional materials, and/or website.

Signature

Date