



To benefit the Tucson Interfaith HIV / AIDS Network (TIHAN)
Helping People with HIV To Live Well

APPLICATION TO VOLUNTEER FOR TREASURES 2017 (v3)

Our “Treasures for TIHAN” event will take place on June 3, 2017 at the Marriott University Park Hotel (880 E Second Street). If you are interested in **volunteering for any of the areas listed below**, please complete this form and return it as soon as possible. Email this completed form to VolunteerCoordinator@tihan.org, or mail/bring it to 2660 North 1st Avenue, Tucson, 85719. To sign up online, please go to <https://tihan.wufoo.com/build/application-to-volunteer-for-treasures-2017/>

Upon receipt of this form, we will contact you to confirm your volunteering. Thank you for volunteering your time!

Name _____ Mailing Address _____
 Telephone _____ Email Address _____ Birth Date _____

Is discretion necessary when calling you?(Check one) Yes No (If you check “Yes” indicating that discretion is necessary when we call you, we will ask to speak only with you and not anyone else, and will leave only a vague message about calling us, leaving only our phone number)

Do you describe your gender identity as:

Female Male Transgender Intersex Non-Binary Self-Identify _____

Name of group you are volunteering with (if applicable) _____

Preferred method of contact (please check one): Phone Email

Would you like to receive our quarterly paper newsletter? Yes No Monthly email newsletter? Yes No

Areas of interest - Please check all areas that you are available to assist with. Number them in order of preference, with “1” being your most desired involvement. We will attempt to assign you to your preferred area(s), but if your preferred volunteer area is full, we may ask you to volunteer in another area.

_____ * **RAFFLE TICKET SALES (Pre-Event)**

February 1 to May 31, 2017 – Pick up tickets at TIHAN office.

_____ * **REQUESTING DONATIONS OF AUCTION ITEMS (these requests can be made by phone, online, or by visiting local businesses).** *This role lasts from now until April.*

_____ * **PICKING UP ITEM DONATIONS PREVIOUSLY PROMISED**

This requires the ability to travel to donating businesses and picking up donations and transporting them back to the TIHAN office (2660 N First Ave.)

_____ * **AUCTION ITEM LOAD OUT (from TIHAN office to Hotel)**

Friday, June 2 – 4:30pm to 7:00pm (attire: jeans, tee shirt, tennis shoes)

Meet at TIHAN office (2660 N. First Ave.)

Please note: This requires carrying, lifting and moving items.

_____ * **ART WALL TRANSPORTATION AND SET-UP (from site to hotel)**

Friday, June 2 - 5:00pm to 7:00pm

(attire: jeans, tee shirt, tennis shoes)

Meet at: 6401 S 6th Avenue (Discount Storage) go to Hotel (880 E. 2nd St.)

Please note: This requires carrying, lifting and moving items.

_____ * **EVENT SET UP – Marriott University Park Hotel**

_____ Shift 1: Saturday, June 3 - 9:00am to 12:00pm (attire: jeans, tee shirt, tennis shoes)

_____ Shift 2: Saturday, June 3 - 12:00pm to 3:00 pm

Meet at Marriott University Park Hotel (880 E. 2nd St.)

Please note: This requires carrying, lifting and moving items.

Volunteer Name _____ (page 2)

_____ * **EVENT PHOTOGRAPHER - Saturday, June 3 – Marriott University Park Hotel**

4:00pm to 10:00pm. Take photos of event, volunteers, guests, auction items.
Note: Must have quality camera and share digital photos with TIHAN within one week, please.

_____ * **EVENT NIGHT OPERATIONS – Saturday, June 3 - Marriott University Park Hotel**

Requires standing and moving around all evening. (There are no event volunteer positions that involve sitting.)
(attire: resort casual clothes, comfortable shoes)

4:15pm Check-in, assignment, and training (for volunteers who did not attend one of the May Trainings)

_____ **First Shift: Saturday, June 3, 5:00pm-8:30pm, then after your shift, stay and enjoy the auction**

5:00pm Check in for volunteers who were trained on May 23 or 25

5:00pm - 5:30pm Volunteer Dinner will be provided

5:30pm - 8:30pm Assigned volunteer position

_____ **Second Shift: Saturday, June 3, 7:00pm-10:30pm (come earlier and enjoy the auction before your volunteer shift)**

7:00pm Check in for volunteers who were trained on May 23 or 25

7:00pm - 7:30pm Volunteer Dinner will be provided

7:30pm - 10:30pm Assigned volunteer position

_____ **I would like to help both shifts (Saturday, June 3, 5:00pm to 10:30pm)**

5:00pm Check in for volunteers who were trained on May 23 or 25

5:00pm - 5:30pm Volunteer Dinner will be provided

5:30pm - 10:30pm Assigned volunteer position

_____ **I am available EITHER Shift 1 or Shift 2. Please assign me wherever you need me.**

**If interested in volunteering for EVENT NIGHT OPERATIONS, it is strongly encouraged that you attend a training session on either Tuesday, May 23rd or Thursday, May 25th from 5:30pm to 6:45pm. If you cannot attend one of the May Training shifts, please plan to be at the event at 4:15pm for training on event day.*

Please choose a training shift below:

_____ **Tuesday, May 23, 5:30pm-6:45pm, Marriott University Park Hotel Street.**

_____ **Thursday, May 25, 5:30pm-6:45pm, Marriott University Park Hotel.**

_____ **Saturday, June 3, 4:15pm, Marriott University Park Hotel Street.**

_____ * **EVENT NIGHT LATE OPERATIONS - Saturday, June 3 – Marriott University Park Hotel**

9:30pm to Midnight Guest check out, load out items to truck, mark and package unsold items.
(attire: jeans, tee shirt, tennis shoes) Note: This requires carrying, lifting and moving items.

_____ * **LOADING ITEMS from Truck to TIHAN Storage and INVENTORYING ITEMS, Unloading event items at Detail Management storage, Unloading SOLD items at Detail Management office.**

Sunday, June 4 - 10:00am to 12:30pm (attire: jeans, tee shirt, tennis shoes)

Meet at TIHAN Suite A. Please note: This requires carrying, lifting and moving items.

_____ * **ART WALL REMOVAL AND TRANSPORTATION (from hotel to storage)**

Sunday, June 4 - 8:00am to 10:00am (attire: jeans, tee shirt, tennis shoes)

Meet at Marriott (880 E. 2nd Street) Please note: This requires carrying, lifting and moving items.

VOLUNTEER AGREEMENT

MISSION: We of the Tucson Interfaith HIV/AIDS Network offer our hearts and hands to provide compassionate and non-judgmental service to those affected by HIV/AIDS. Through education and support we, as individuals and faith communities, work to build bridges, reduce stigma and sustain hope.

CODE OF CONDUCT while volunteering with TIHAN:

1. I will treat **all** people with dignity, respect, and courtesy. I will endeavor to be open to all people, especially those who may differ from me. Differences may include: HIV status, age, race, size, faith, gender expression, sexual orientation, citizenship status, religion, national origin, veteran status, marital status, physical or mental disability or perceived disability, and economic and cultural background. I will talk with my staff supervisor if I have questions, concerns, or difficulties with diversity issues.
2. I will not proselytize, nor participate in evangelical actions that promote any religion or religious belief while acting in a volunteer capacity for TIHAN. I understand that although TIHAN works with faith communities, not everyone associated with TIHAN is a member of a faith community, nor are they necessarily a person of faith. I am aware that methods of proselytizing may include but are not limited to: unsolicited offers to pray for someone or take them to my faith community, or providing religious materials or requesting them on someone else's behalf. If I am asked, however, I may respond to these requests. I will also be aware that statements such as "It's God's will," "You will get to see the pearly gates," "This is your test," "God wouldn't give you more than you can handle," etc. could be interpreted as proselytizing, so I will refrain from the use of these or any such inappropriate comments.
3. I will maintain strict confidentiality for all sensitive information I encounter at TIHAN. This includes names, addresses, phone numbers, personal information, HIV status, gender identity and sexual orientation. I will not engage in public conversations about visitors or callers while volunteering with TIHAN. I will not share information about callers, CarePartners, or volunteers with people outside TIHAN. I understand that some callers and visitors may not choose to share their HIV status, sexual orientation, or gender expression with others.
4. I will always perform my volunteer job to the best of my ability, and in accordance with the job description for my position.
5. I understand that I may not proactively solicit business (for my personal job or business) from CarePartners, volunteers, or others at TIHAN, but if I am asked specific questions I may offer myself as a resource.

CERTIFICATION:

I certify that I have read, understand, and agree to abide by TIHAN's Code of Conduct. I understand that as a volunteer of TIHAN, if I breach these policies I may be subject to disciplinary action which can include, however is not limited to, the immediate termination of my relationship with the Tucson Interfaith HIV/AIDS Network.

Signature

Date

For the protection of our volunteers, CarePartners, and donors, TIHAN would like to know about criminal convictions. A conviction does not mean you cannot be accepted as a volunteer. Give us all the facts about what you were convicted of, how long ago, and so on. That will help us decide if you'll be a good fit for the volunteer position you are interested in.

Have you ever been convicted of a felony? Yes No

If yes, please explain: _____

Have you been convicted of a misdemeanor within the last five years? Yes No

If yes, please explain: _____