**Thank you for reaching out about volunteering!**

The Sharing Shelf is Westchester's Clothing Bank for Children. We collect new and gently used clothing for infants, children and teens. That clothing is sorted by quality, size, season and gender then distributed to local, low income children at no cost through nonprofits, schools, hospitals and community groups in Westchester County. The children we serve receive a week's worth of seasonally appropriate clothing matched to their sizing needs. We also host a semi-annual free shopping day for low-income teen girls and each summer distribute new backpacks filled with grade appropriate school supplies.

The Sharing Shelf was founded by a volunteer and relies volunteers to help fulfill its mission of providing clothing to low-income children and teens in Westchester County.

**Volunteer Guidelines**

**Hours:**

* We are currently open weekdays Monday through Thursdays 10am – 2pm and many Saturday or Sunday mornings 10am – 12pm (September – May).
* We have after school hours from 3:30pm-5:30pm many Tuesday or Thursdays during the school year. (This may change due to Covid)
* For groups who would like to come in, we can arrange alternate hours.

**Getting started:**

* All who are interested in volunteering need to complete the form below and email back to volunteer@sharingshelf.org. We will review it and be in touch regarding your interest.
* Every volunteer is required to participate in an initial orientation/training session.
* After your first volunteer session, we will let you know if is volunteering with us is a good fit.
* Once you are considered a trained and regular volunteer, you should use our registration link to sign up and come back.

**Youth Volunteers**

* All teens and children under 18 must volunteer with their own parent
  + We cannot accept any friends of a child or teen or teen without their own parent.
* All youth volunteers, for the near future, must be at least 14 years old.
* We welcome families (up to 3 at a time). We will set up a designated area where you can volunteer together. Age restrictions still apply.

**Covid Guidelines - Volunteering**

* All volunteers must pre-register. We do not have walk-in volunteering.
* All volunteers must bring and wear a mask. Gloves will be available but volunteers are encouraged to bring their own.
* We have a limit on the number of people volunteering in the warehouse at one time and have created designated areas that are more than 6’ apart.
* Doors on our loading dock will be open and fans will be on to circulate fresh air.
* Volunteers are asked to clean their work area with sanitizing spray or wipes (provided) before and after they work.
* We will continue to monitor the CDC guidelines and Governor Cuomo’s suggestions and make adjustments as needed.
* If you are sick, or a family member has been sick in the last 30 days, do not volunteer. Follow CDC guidelines and wait the requisite period or until you have had the requisite negative test results before joining us.

**Volunteer Questionnaire**

Please fill out the information below and help us get to know you and

more about your interest in volunteering with us.

Today’s Date:

Your Name:

Address (include City/State):

Phone:

Email address:

What kind of volunteer opportunity are you looking for:

* \_\_\_ Individual Adult
* \_\_\_ Student
  + In need of service hours \_\_\_\_\_\_\_
  + How many hours do you need to fulfill in the next 6 months? \_\_\_\_
  + School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Grade: \_\_\_\_
  + Age: \_\_\_\_
* \_\_\_ Family
  + How many family members want to volunteer: \_\_\_\_\_\_
  + Age of Children: \_\_\_\_\_\_\_\_\_\_\_ (note: all children must be at least 10)
* \_\_\_ Group (not business/corporate)
  + Describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_ Intern (in college, a recent high school graduate or entering 12th grade)
  + Please attach your resume
* \_\_\_ As a Summer Volunteer
* \_\_\_ Court-mandated community service
  + Please provide more information (offense/hours required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_  
    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why do you want to volunteer with The Sharing Shelf? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you volunteered before and, if so, where and what did you do?

What do you want to get out of this volunteer experience? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What type of work experience do you have?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did you learn about us? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How much time are you looking to commit?

\_\_ 1 or 2 times only (we require a 2-hour minimum)

\_\_ School or religious service requirement

* How many hours do you need? \_\_\_\_
* Is this for a Mitzvah or Confirmation project? \_\_\_\_
* Girl Scout or Boy Scout? \_\_\_\_
  + Are you working toward a badge/Which? \_\_\_\_\_\_\_\_\_\_

\_\_ I am looking for an ongoing volunteer opportunity

How often would you like to volunteer:

\_\_ Once a week or as available

\_\_ Once a month

\_\_ Periodically

\_\_ Tell me more! I want to get more involved.

What is your availability?

\_\_\_ Weekdays (indicate which weekday for the times below)

* Mornings: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Afternoons before 3pm \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Available 3-5pm \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Evenings 7-9pm \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Weekends

* Saturday mornings \_\_\_\_\_\_\_\_\_\_\_
* Sunday mornings \_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Other (list times you are available): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is there anything else you would like us to know about you? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have any questions? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please complete this form and email back to

Jennifer Perri, Volunteer Coordinator, at volunteer@sharingshelf.org