

## REACH OUT TO OTHERS (ROTO) VOLUNTEER APPLICATION

**ROTO** is charity organization in the Helderberg Basin. The organization focuses on community upliftment, women’s social and economic empowerment, empowering and assisting poor households, feeding programs such as Food banks, community kitchen. **ROTO**’s programs provide relief in the most vulnerable populations, particularly children, families and seniors to. Please fill out the application so that we may find the best way to utilize your skills and interests. Questions, contact us on 0733343176 or info@roto-sa.org.

*NOTE: Information provided within this application remains confidential to **ROTO** and the staff of **ROTO**.*

NAME: (Mr./Mrs./Ms.) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ POSTAL CODE \_\_\_\_\_

PHONE: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

E-MAIL \_\_\_\_\_

AGE:  Over 21  Under 21 IF UNDER 21, AGE: \_\_\_\_\_ DATE OF BIRTH: (Month/Day) \_\_\_\_\_ / \_\_\_\_\_

ID Number: \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION:**

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

(H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_ Please

list any medical conditions that we should be aware of:

\_\_\_\_\_

\_\_\_\_\_

EMPLOYER & OCCUPATION (If retired/unemployed, please indicate former employer):

Employer (if employed) \_\_\_\_\_

Unemployed \_\_\_\_\_

Previous Employer (if retired) \_\_\_\_\_

Are you a student?  Yes  No If so, where? \_\_\_\_\_

Do you need volunteer hours for school/college credit?  Yes  No If so, how many hours are needed?

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Have you ever been convicted of a felony or misdemeanor?  Yes  No If so, please explain?

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Year: \_\_\_\_\_

### VOLUNTEER COMMITMENT

We understand volunteers require flexibility as to how often they are able to volunteer, however we do ask for a minimum commitment of two shifts per month.

**How long do you expect to be a ROTO volunteer?**  Long-term (a year or more)  Short-term (a few months)

**How often would you like to volunteer?**  Once a week  Twice a month  Once a month (special events)

**Which days would you like to volunteer?**  Mon  Tues  Wed  Thurs  Fri  \*Weekends  
 \*Weekend shifts are available for special events and occasional extra shifts.

**What time would you like to volunteer?**  Early morning  Morning  Mid-day  Afternoon  \*Evening  
 \*Evening shifts are available for special events and occasional extra shifts.

I am willing to work backup on short notice.

I am willing to volunteer wherever I'm needed the most.

### VOLUNTEER POSITIONS

*Please see the job descriptions for additional information about each position.*

#### I AM INTERSTED IN THE FOLLOWING VOLUNTEER POSITIONS:

- Meal Preparer & Packer in the Community Kitchen
- Food Sorter & Shelver in the Food Bank Distribution Center
- Packer at the Food Bank Distribution Center
- Food Delivery Driver throughout our community
- Student Development Programs
- Women empowerment Programs

**Please choose a location:**

Somerset West  Strand  Macassar  Gordons Bay  Firgrove  Ester River  Somerset Rural   
Pass  -  -  CAPE TOWN

- Packer & Loader of Food Parcels
- Food Referral Helper at the **ROTO** offices
- Administrative/Office Helper at the **ROTO** offices
- Special Event Helper throughout our community
- Packing at the Food Bank Distribution Center throughout the year
- Delivery & Collections throughout the community (valid driver's license required).

**VOLUNTEER PREFERENCES**

How did you learn about **ROTO**'s volunteer program?

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Why do you want to volunteer at **ROTO**?

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Please list any experience and/or special skills that you bring to **ROTO**:

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Are there any activities you would like to avoid?  Yes  No If so, please list: \_\_\_\_\_

Are you available for "physical labour" (lifting, moving boxes, tables, chairs, etc.)?  Yes  No If NOT,

please list: \_\_\_\_\_

Do you have any previous volunteer experience?  Yes  No If so, where and in what capacity?

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**ROTO IS REQUIRED TO HAVE THE FOLLOWING INFORMATION ON ALL VOLUNTEER**

**DRIVERS: \*This only applies to volunteers who will be driving as a part of their volunteer duties, including**

**back-up drivers. Do you have a valid South African Driver's License?  Yes  No**

all volunteer positions, please read the following and sign below. If the volunteer is under 18 years of age, the signature of a parent or guardian is required.

**STATEMENT OF LIABILITY**

**ROTO** is not responsible for personal injuries or property damage suffered or caused by a volunteer in connection with his or her volunteer activities..

**CONFIDENTIALITY STATEMENT**

It is understood that as a volunteer of **ROTO** you will protect the privacy of all those we serve by maintaining strict confidentiality when discussing meal recipients and the nature of their health conditions. Under no circumstances should a volunteer from **ROTO** divulge recipient information to anyone outside the organization.

**CONSENT AND RELEASE**

I hereby authorize **ROTO**, its affiliates or those acting with its permission to use, reproduce and distribute my name, voice, likeness, photograph and/or any other representation of me in connection with printed materials or other media it distributes, displays, transmits or exhibits.

**CRIMINAL RECORDS CHECK**

By signing below, I realize that a criminal records check will be conducted upon submission of this application for all driver positions and I hereby consent to such a check.

SIGNATURE OF VOLUNTEER \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF PARENT/GUARDIAN \_\_\_\_\_ DATE: \_\_\_\_\_

**Please send completed application & consent forms to [Matthew@roto-sa.org](mailto:Matthew@roto-sa.org) or [info@roto-sa.org](mailto:info@roto-sa.org)**