



Sunburst Projects

Serving Children & Families Living with HIV/AIDS

2 Padre Parkway, Suite 106, Rohnert Park, CA 94928

(707) 588-9477, Fax: (707) 588-9472

Website: www.sunburstprojects.org

Email: admin@sunburstprojects.org

Office Hours: Monday - Thursday, 9AM - 5PM

Dear Buddy/Respite Volunteer Applicant:

Thank you for your interest in becoming a volunteer for our Buddy/Respite Volunteer Program. Our program helps reduce family isolation and stress for families and children in Sonoma County who are battling HIV and AIDS without childcare support.

Volunteer opportunities are designed to create a “Buddy” system, whereby a volunteer is matched with a child and family to provide assistance 2-4 hours per week. Providing occasional transportation if needed is another way in which volunteers are able to help.

Below are the requirements for Camp Sunburst volunteers:

- Volunteers must be 18 years or older to apply.
- Current TB test (done within 6 months prior to start of camp).
- Fingerprint clearance (see Live Scan info on page 8 of this PDF).
- Fill out a Buddy/Respite Care Application along with 3 written Referrals

This PDF contains the following:

- Buddy/Respite Volunteer Application (2 pages)
- Detailed description for a Family Buddy Volunteer (1 page)
- (3) Referrals (1 page each – 3 total pages)
- Live Scan information (1 page)

Instructions:

- Print the application and complete it.
- Print the 3 referral forms (2 pages each) and have 3 people (not your relatives) fill them out.
- Send application and 3 referrals to our above address. You can also fax forms to our fax number above.
- A TB test must be taken within 6 months of the camp session you wish to attend. To get a TB test, you can go to your own doctor or a near by local clinic. Mail in or fax your TB results to us.
 - Fingerprinting is required by law in the state of California for all people working with children. If you live in California you will need to get fingerprinted through an in state Live Scan provider. Live Scan Forms must be obtained through the Sunburst Office by contacting cindi@sunburstprojects.org or calling 707-588-9477.

To find out more about Live Scan services and where you can obtain them, see page 8 of this PDF. Applicants from out of California will need to contact us for further fingerprinting instructions.

All of us at Sunburst Projects look forward to working with you.

Sincerely,
Geri DeLaRosa-Brooks
Executive Director



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Received _____

(For office use only.)

Please include a current photo.

Buddy/Respite Volunteer Application

All Information Is Completely Confidential

(Please type or print clearly.)

Name _____ Male Female

Mailing Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____ Cell _____

Email Address _____ @ _____ Date of Birth ____/____/____ SS# _____

Physical/Mental Restrictions (if any) _____

Education/Training

| College | Major Subjects | Years | Degree/Qualification |
|----------|----------------|-------|----------------------|
| 1. _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ |

Occupation _____

Employer/Address _____

Previous Volunteer Experience

| Dates | Organization | Address | Nature of Work |
|----------|--------------|---------|----------------|
| 1. _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ |

Motivation to volunteer (please answer from your heart) _____

Please list Names and Telephone numbers of three personal references:

Using a scale from 1 - 4 please indicate the comfort level you have in discussing the issues listed below.
(1) being most comfortable, (4) being least comfortable

IV Drug Use _____ Alternative Sexual Lifestyles _____ Death _____ Racism _____

AIDS Related Fears _____ Public Fears (Homophobia, etc.) _____

Have you ever been convicted of a crime? Yes No

If yes, please explain: _____

Are you currently in a recovery program? Yes No

If yes, please specify the type of program and the dates: _____

If you did not complete the training, why? _____

What languages do you speak? _____

Valid Driver's license number _____ Current chauffeur type license? Yes No

What past experience have you had working with children? _____

Please check any additional skills you may have:

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> American Sign Language | <input type="checkbox"/> Grantwriting | <input type="checkbox"/> Calligraphy |
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Civil Rights Advocacy | <input type="checkbox"/> Catering | <input type="checkbox"/> Data Entry |
| <input type="checkbox"/> Editing | <input type="checkbox"/> Desktop Publishing | <input type="checkbox"/> Electrician | <input type="checkbox"/> Entertainment |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Gardening | <input type="checkbox"/> Graphics | <input type="checkbox"/> Healthcare |
| <input type="checkbox"/> Interviewing | <input type="checkbox"/> Legal Training | <input type="checkbox"/> Moving | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Public Relations | <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Telephone Soliciting | |

Family Buddy Volunteer Position Description

Position Title: Family Buddy

Reports to: Respite Childcare Program Director, Executive Director

Position Purpose: To provide Parent Clients an opportunity to attend to their own health issues, personal needs and emergencies. The Family Buddy provides advocacy, emotional and spiritual support to their assigned family.

Duties and Related Tasks:

- Provides 2 - 4 hours per week of supportive volunteer work with matched family.
- Assists family with any reasonable request for help and assistance.
- Helps children in family with fun activities and schoolwork.
- Attends scheduled meetings with Program Director and Case Manager for feedback and updates of matched family.
- Attends scheduled Family Buddy training sessions and policy and procedural update meetings.
- Keeps client confidentiality as specified in Sunburst Projects Confidentiality Agreement
- Upholds and keeps integrity true to Sunburst Projects Code of Ethics

Qualifications/Requirements:

- Physical criteria: must be able to lift and consistently carry 40 lbs. Must be able to kneel and squat, and other physical movements pertinent to looking after small children.
- Good communication skills essential.
- Empathetic nature
- Experience working with children preferable
- Cleared fingerprints on file.
- Cleared TB Test on file at commencement of volunteering (yearly updated)
- Volunteer must be 18+ years old
- Must have completed Child Safety First Aid and CPR certification before placement with family
- Current Clean California Driver's License with current insurance

Training: New Volunteers must attend a scheduled two day training session with Program Director before placement with family. Training includes CPR and Child First Aid Certification. Costs to be met by Sunburst Projects

Time Commitment: 2-4 hours per week, with a minimum commitment of six months by the volunteer.

Location: At Client Family's home or other location agreed upon by family, Family Buddy and Program Director

Volunteer's Impact: Provides caring, practical support for a disadvantaged family, improving the quality of their lives significantly and making them feel part of the community and society as a whole.

Benefits: College credit, experience working with disadvantaged children and families. Benefits local community.

All positions descriptions include: Regular Training updates, recording of volunteer hours

Sunburst Projects – Buddy/Respite Volunteer Reference Request #1

CONFIDENTIAL

Please send us three references along with your completed Buddy/Respite volunteer application.

Name of Applicant _____

Name of Reference _____

Address _____

Daytime phone _____ Evening phone _____

Relationship _____ Date _____

1. Please describe how long and in what capacity you have known the applicant. _____

2. Volunteers might need to adapt to low-income environments, be flexible to new and changing situations, take responsibility and initiative, be compassionate to those in need, and be willing to work with people of various racial and ethnic backgrounds. Please comment on the applicant’s ability to meet these needs.

3. Please comment on the volunteer’s ability to work with children. _____

4. Please discuss the volunteer’s strengths and challenges. _____

5. Overall assessment of the volunteer’s ability and desire to participate in this program. _____

Sunburst Projects – Buddy/Respite Volunteer
Reference Request #2

CONFIDENTIAL

Please send us three references along with your completed Buddy/Respite volunteer application.

Name of Applicant _____

Name of Reference _____

Address _____

Daytime phone _____ Evening phone _____

Relationship _____ Date _____

1. Please describe how long and in what capacity you have known the applicant. _____

2. Volunteers might need to adapt to low-income environments, be flexible to new and changing situations, take responsibility and initiative, be compassionate to those in need, and be willing to work with people of various racial and ethnic backgrounds. Please comment on the applicant’s ability to meet these needs.

3. Please comment on the volunteer’s ability to work with children. _____

4. Please discuss the volunteer’s strengths and challenges. _____

5. Overall assessment of the volunteer’s ability and desire to participate in this program. _____

Sunburst Projects – Buddy/Respite Volunteer
Reference Request #3

CONFIDENTIAL

Please send us three references along with your completed Buddy/Respite volunteer application.

Name of Applicant _____

Name of Reference _____

Address _____

Daytime phone _____ Evening phone _____

Relationship _____ Date _____

1. Please describe how long and in what capacity you have known the applicant. _____

2. Volunteers might need to adapt to low-income environments, be flexible to new and changing situations, take responsibility and initiative, be compassionate to those in need, and be willing to work with people of various racial and ethnic backgrounds. Please comment on the applicant’s ability to meet these needs.

3. Please comment on the volunteer’s ability to work with children. _____

4. Please discuss the volunteer’s strengths and challenges. _____

5. Overall assessment of the volunteer’s ability and desire to participate in this program. _____



Live Scan Information

As part of the application process, many positions require fingerprinting using Live Scan technology through the Department of Justice. This is a simple, low-cost print scan enabling Sunburst Projects to best assure the safety of its clients.

Live Scan Forms must be obtained through the Sunburst Office by contacting cindi@sunburstprojects.org or calling 707-588-9477.

In California

To find a Live Scan site in your area, go to: <http://ag.ca.gov/fingerprints/publications/contact.htm>

Outside of California

Individuals who do not live in California or who do not have access to Live Scan services must use the manual fingerprint submission process. Contact cindi@sunburstprojects.org or call 707-588-9477 and a manual fingerprint card will be sent to you.

You can find locations that conduct manual fingerprinting in the Yellow Pages. After being fingerprinted, send the completed fingerprint card to:

Sunburst Projects, 2 Padre Parkway, Suite 106, Rohnert Park, CA 94928

Please read the following carefully to determine if you will need to be fingerprinted.

The following positions/situations require Live Scan fingerprinting:

- All positions at Camp Sunburst
- All positions within the Buddy/Respite Program
- In-home services to children or adults
- Access to client files (i.e., intern program, office support)
- Any direct client contact
- Volunteers positions lasting more that two days per year

The following positions/situations do not require Live Scan fingerprinting:

- Mailings
- Volunteers under eighteen (18) years of age
- General office filing/support where there is no access to client information
- Pick up and delivery of donations to Sunburst Projects office
- Volunteer positions lasting less than two days per year
- Participation in prevention outreach
- Single event volunteers (i.e., Thanksgiving basket/holiday gift delivery, holiday party support, setup and break-down of Camp Sunburst)

If you have not supplied fingerprints to Sunburst Projects, you will be paired with a volunteer who has been fingerprinted.