



# 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](http://www.sunburstprojects.org)

Email: [admin@sunburstprojects.org](mailto:admin@sunburstprojects.org)

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

Dear Sunburst Projects Volunteer Applicant:

Thank you for your interest in applying to be a volunteer for Sunburst Projects.

Below are the requirements for Sunburst Projects general volunteers:

- Volunteers must be 18 years or older to apply.
- Current TB test (done within the last 9 months).
- Fingerprint clearance (see Live Scan info on page 5 of this PDF).
- Fill out a Sunburst Projects General Volunteer Application which includes the names and telephone numbers of three personal references, other than relatives.

This PDF contains the following:

- Sunburst Projects General Volunteer Application (3 pages)
- Live Scan information (1 page)

Positions for Sunburst Projects General Volunteers are:

### **Family Outings Volunteers**

Help with family sports outings to places such as Marine World, Waterworld, sports events etc.

### **Volunteer Drivers**

Drivers are needed to transport families to and from medical appointments, support groups etc. and to transport campers to and from summer camp sessions.

Instructions:

- Print the application and complete it.
- Send application to our above address. You can also fax forms to our fax number above.
- A TB test must be taken within the last 9 months of applying. 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](mailto:cindi@sunburstprojects.org) or calling 707-588-9477.

To find out more about Live Scan services and where you can obtain them, see page 5 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.

## Sunburst Projects General Volunteer Application

(Please type or print clearly.)

Name \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

Home/Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell \_\_\_\_\_

Best phone number/best time to reach you? \_\_\_\_\_

Email Address \_\_\_\_\_ SS# \_\_\_\_\_

Name of person to call in an emergency \_\_\_\_\_ Phone \_\_\_\_\_

Do you have a Driver's License? Yes  No  Driver's License# \_\_\_\_\_ State Issued \_\_\_\_\_

Do you have a (commercial license) license to drive a bus? Yes  No

### Education:

High School  GED  College and Major \_\_\_\_\_

Vocational Training \_\_\_\_\_

### Employment History:

Present Employer \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Phone \_\_\_\_\_

Occupation \_\_\_\_\_ Length of Employment \_\_\_\_\_

Previous Employer \_\_\_\_\_ Phone \_\_\_\_\_

Occupation \_\_\_\_\_ Length of Employment \_\_\_\_\_

Is it okay for us to call them? Yes  No

**Volunteer Experience:**

Have you done volunteer work before? Yes  No  If so, where? \_\_\_\_\_

What do you expect to gain and to give as a volunteer? (use additional paper if necessary) \_\_\_\_\_

In the past six months have you experienced any major life change (work, living situation, relationship, death or other loss)? \_\_\_\_\_

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 explain: \_\_\_\_\_

**Please indicate the times you are available to volunteer:**

Monday	Tuesday	Wednesday	Thursday	Friday	Other Days/Times
<input type="checkbox"/> 9-12 <input type="checkbox"/> 1-5	<input type="checkbox"/> 9-12 <input type="checkbox"/> 1-5	<input type="checkbox"/> 9-12 <input type="checkbox"/> 1-5	<input type="checkbox"/> 9-12 <input type="checkbox"/> 1-5	<input type="checkbox"/> 9-12 <input type="checkbox"/> 1-5	

Are you available on a weekly or monthly basis? \_\_\_\_\_

Please check any additional skills you may have:

- Accounting
- American Sign Language
- Grantwriting
- Calligraphy
- Carpentry
- Civil Rights Advocacy
- Catering
- Data Entry
- Editing
- Desktop Publishing
- Electrician
- Entertainment
- Fundraising
- Gardening
- Graphics
- Healthcare
- Interviewing
- Legal Training
- Moving
- Photography
- Public Relations
- Public Speaking
- Telephone Soliciting

Do you speak any languages other than English? Yes  No  If yes, which? \_\_\_\_\_

List any other skills, hobbies or interests you have that might be helpful in your volunteer work:

\_\_\_\_\_

**References:**

Please list the names and telephone numbers of three personal references, other than relatives.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

How did you hear of Sunburst Project's Volunteer Opportunities? \_\_\_\_\_

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*Sunburst Projects welcomes diversity. All applicants are screened without regard to race, gender, religion, creed, national origin, ethnic background, or sexual orientation.*



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## 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](mailto: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](mailto: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

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*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.*