

# Central Texas Opportunities, Inc. RSVP - Volunteer Application

118 W Pecan Suite 405, Coleman, Texas 76834 \* [www.ctoinc.org](http://www.ctoinc.org)

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Legal: First Name: \_\_\_\_\_ Last Name \_\_\_\_\_

Preferred Name (if different) \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Birthdate: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

May RSVP contact you by e-mail?  Yes  No

Would you like to receive the CTO, Inc. RSVP newsletter through (check one)  Mail  Email

Please check all that apply to you: (This information is required and used for statistical purposes only.)

Male  Female  Single  Married  Widowed

Racial Group:  White  Black or African American  Asian  American Indian  Native Hawaiian or Pacific Island

Ethnicity:  Hispanic or Latino  Non-Hispanic or Non-Latino

Physical Limitations: \_\_\_\_\_

Retired Military:  Yes  No Veteran:  Yes  No Spouse of a Veteran:  Yes  No

*If you use your personal automobile in reporting to and from your station(s) and during service you must keep in effect automobile liability insurance in accordance with Texas state law which is certified by your signature below. All information below is REQUIRED for the RSVP supplemental insurance (personal/automobile liability and accident) to be in force while you are volunteering - this is a volunteer benefit at no cost to the volunteer:*

I have personal automobile insurance as required by the State of Texas:  Yes  No **If yes, provide a copy of active coverage**

Driver's License No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Do you use your car as transportation to and/or from your volunteer assignment?  Yes  No

Do you use your car during your volunteer assignment?  Yes  No

## Beneficiary for RSVP Insurance:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**Photo Release:** I hereby give my permission to the CTO Inc. RSVP for the use of my name and photograph for a variety of purposes, including but not limited to, the RSVP newsletter, website and press releases.

**Confidentiality:** I hereby agree and acknowledge that all confidential information, to which I may have access as a CTO Inc. RSVP Volunteer, is restricted and may only be used in the performance of volunteer duties at assigned stations. I will not discuss or share any confidential, privileged or personal data outside the scope of my assignment.

**Background Check:** I hereby acknowledge that some stations may require a background check and I give my permission for these checks to be conducted.

**I, the undersigned, hereby request to be enrolled as a volunteer in the CTO Inc. RSVP Program. I understand that my service is voluntary and I agree to serve without compensation. I certify that I am 55 years of age or older.**

Volunteer Signature: \_\_\_\_\_

Date

RSVP Directors Signature: \_\_\_\_\_

Date

Retired from: \_\_\_\_\_ Position: \_\_\_\_\_

Places where I am now volunteering: \_\_\_\_\_

Places where I might like to volunteer: \_\_\_\_\_

From whom or where did you hear about RSVP? \_\_\_\_\_

Do you have family members serving in the military and if so how many? \_\_\_\_\_

**Please check activities/skills that are good match with your interests and abilities as an RSVP volunteer:**

**General Maintenance**

- \_\_ general handyman
- \_\_ yard work

**Arts**

- \_\_ crafts
- \_\_ sewing/crochet
- \_\_ usher

**Services for Seniors**

- \_\_ errands/deliveries
- \_\_ friendly visitation
- \_\_ medical transportation
- \_\_ nursing home advocate
- \_\_ telephone reassurance
- \_\_ benefits information
- \_\_ veteran services

**I am available to volunteer:**

- \_\_ Monday      \_\_ am \_\_ pm
- \_\_ Tuesday    \_\_ am \_\_ pm
- \_\_ Wednesday \_\_ am \_\_ pm
- \_\_ Thursday   \_\_ am \_\_ pm
- \_\_ Friday      \_\_ am \_\_ pm
- \_\_ Saturday   \_\_ am \_\_ pm
- \_\_ Sunday     \_\_ am \_\_ pm

**Office/Clerical**

- \_\_ computer/data entry
- \_\_ filing/typing
- \_\_ prepare mailings
- \_\_ answer phone

**Public Safety**

- \_\_ police services
- \_\_ disaster services

**Community Projects**

- \_\_ thrift store
- \_\_ holiday events
- \_\_ fundraising
- \_\_ tax assistance
- \_\_ special events
- \_\_ military family events
- \_\_ recycling

**Museums/Libraries**

- \_\_ docent/guide
- \_\_ book store/sale
- \_\_ exhibit host

**Nutrition Projects**

- \_\_ sort food
- \_\_ prepare food
- \_\_ deliver food
- \_\_ distribute food
- \_\_ serve food

**Education**

- \_\_ adult literacy
- \_\_ job readiness
- \_\_ story time
- \_\_ teacher/presenter
- \_\_ tutor/mentor

**RSVP Special Projects**

*Special projects are volunteer opportunities that occur sporadically and consist of a variety of activities. The most often occurring projects are clerical in nature and include preparing mailings and packets, answering the telephone, etc. There are also opportunities to help in some capacity with fundraising events, serving as a host/hostess for exhibits, helping with registration for a conference or event and more. Would you like to be informed of these projects knowing that you can accept or decline based on your schedule and interests?*

Yes

No

Please list other special skills, interests, or languages you speak:

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

**RSVP Staff is required to provide data related to the questions below. If you know the answer or can give an accurate estimate please provide answers to the questions below:**

Do you serve veterans? \_\_\_\_\_ Number if known? \_\_\_\_\_ Do you serve family members of veterans? \_\_\_\_\_ Number if known? \_\_\_\_\_

If you serve active military members through your service please indicate how many: \_\_\_\_\_

If you serve military families such as a spouse or children please indicate how many: \_\_\_\_\_

If you mentor children through your volunteer service please indicate how many: \_\_\_\_\_

If you serve ex-offenders through your volunteer service please indicate how many: \_\_\_\_\_

If you serve prisoners or immigrants through your volunteer service please indicate how many: prisoners \_\_\_\_\_ immigrants \_\_\_\_\_

Completion of the CTO Inc. RSVP volunteer application does not automatically qualify you as a volunteer in the RSVP program. The RSVP program operates under what is called RSVP Performance Measure Requirements and must maintain a certain percentage of RSVP volunteers serving in Priority Focus Areas. RSVP staff will, however work with you to ensure that you are serving in one of these areas.