



**COLUMBIA BASIN VETERANS CENTER**  
**Volunteer Application**  
1020 S. 7<sup>th</sup> Ave, Pasco, WA 99301  
PO Box 2606, Pasco, WA 99302

I appreciate your interest in honoring the courage and sacrifices of our service members and their families by volunteering with the Columbia Basin Veterans Center! Please fill out the following information and submit it by hand to the Front-End Manager, or email it to:

[kelsey@columbiabasinvetcenter.org](mailto:kelsey@columbiabasinvetcenter.org)

~ ~ ~ **Information Contained in this application will be protected and kept confidential** ~ ~ ~

**Please Print:**

**Date of Application:** \_\_\_\_\_

Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (State) (Zip)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you a Veteran or a Military Family Member?  Yes  No Branch(es): \_\_\_\_\_

**Volunteer Information:**

What volunteer work are you doing or have done in the past? \_\_\_\_\_

\_\_\_\_\_  
\*\*Volunteers must complete an interview with the Front-End Manager and attend volunteer training. Those serving in CBVC may be required to obtain a Washington State Food Workers Card. Do you agree to participate by fulfilling these requirements?  Yes  No\*\*

**Volunteer Opportunities: Please Check all that apply**

1.  Mentor for Benton County VTC
2.  Maintenance & Facility Support
3.  Tech Support
4.  Shopping & Errands
5.  Fundraising & Grant Writing
6.  2<sup>nd</sup> Harvest Mobile Market
7.  Administrative Support
8.  Veterans Outreach
9.  Social Media & Marketing

**Volunteer Descriptions:**

1. Mentor for Benton County VTC program – A veteran mentor is a volunteer who serves as a confidant and advocate for veteran offenders.
2. Maintenance & Facility Support – Help with maintenance tasks around the center, such as cleaning, organizing, and basic repairs to ensure a welcoming environment for visitors.
3. Tech Support – Assist veterans with basic technology needs, such as setting up email accounts, using computers, or navigating online resources.
4. Shopping & Errands – Help CBVC pick up any supplies that may be needed at the center.
5. Fundraising & Grant Writing—Assist with fundraising efforts or grant writing to secure funding for the center's programs and services.
6. 2<sup>nd</sup> Harvest Mobile Market – Help assist CBVC with passing out food to families in need.
7. Administrative Support – Help with administrative tasks such as answering phones, scheduling appointments, filing paperwork, and assisting with general office duties.
8. Veterans Outreach—Help reach out to veterans in the community to inform them about the center's available resources and services.
9. Social Media & Marketing – Help with social media management, marketing, and outreach efforts to Daraise awareness about the center and its programs.

**Availability (Please Circle)**

Availability for Volunteering						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Time Available						
Comments:						

**Person to be notified in an emergency:**

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

Phone: \_\_\_\_\_

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

(Street) (State) (Zip)

**Release Forms**

**Medical:**

I hereby authorize the staff of the **Columbia Basin Veterans Center** to act for me according to their best judgment in any emergency requiring medical attention and hereby release, exonerate, and discharge the **Columbia Basin Veterans Center**, its employees, and its Directors from any and all actions or cause of actions known or unknown for any injuries while volunteering for the **Columbia Basin Veterans Center**.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Photo:**

I hereby authorize the **Columbia Basin Veterans Center (CBVC)** to use photographs and/or videos of me obtained while participating with the Center. I release the Center from all liabilities arising from the use of these items for publicity purposes and waive my right to all negatives, photos, and reproductions and my right to inspect or approve the finished photographs.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Background Check:**

I hereby authorize the **Columbia Basin Veterans Center** to request information relating to my background from City, County, State, and/or Federal Law Enforcement Agencies and any other organization deemed necessary. I understand that results from such inquiries may be kept confidential and that copies will be made available to me upon request.

Have you ever been convicted of a felony or for child abuse or sex-related crimes? [ ]Yes [ ]No

Note: A conviction will not necessarily disqualify you from being accepted as a volunteer.

If yes, please explain \_\_\_\_\_

\_\_\_\_\_

**Declaration:**

I hereby certify that statements made on this application are true and correct to the best of my knowledge. I understand that, by submitting this application, I authorize inquiries concerning my character to be made to determine my suitability as a volunteer. In addition to fulfilling requirements for criminal background screening, I will alert the Front-End Manager should any of the above information change.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Background Check Authorization Form

I, the undersigned applicant, hereby certify that all information provided by me for the purpose of volunteering is true and complete to the best of my knowledge. I understand that falsifying my volunteer application could result in the denial of my application.

### Applicant Information and Signature:

Print Full Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Gender: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

CBVC Background Authorizer: \_\_\_\_\_

Date: \_\_\_\_\_