



East Cooper Meals on Wheels

Dear Friend:

Thank you for your interest in becoming a volunteer with East Cooper Meals on Wheels.

Our offices are located at Christ Episcopal Church on Highway 17 N, where we pack and deliver 200 meals each day.

Please find attached a volunteer application and information about East Cooper Meals on Wheels. Upon completion of your application, please contact me at (843) 881 – 9350 to arrange an interview.

Thank you again for your interest in feeding the homebound in the East Cooper area. I look forward to hearing from you soon.

Marne Rummler
Program Manager/Volunteer Administrator



East Cooper Meals on Wheels Volunteer Application Form

Name _____
(Prefix) (First) (MI) (Last)

Address _____
(Street) (City) (Zip)

Home # _____ Work # _____ Cell # _____

Email Address _____

Emergency Contact Name _____ Phone # _____

Current / Previous Occupation or Training _____

Company _____

Interests / Hobbies / Talents _____

Personal or professional references:

Name _____ Phone # _____

Name _____ Phone # _____

Have you been convicted of a felony within the past five years? Yes _____ No _____

If "Yes", please explain _____

Do you have a current driver's license? Yes _____ No _____

If "Yes", please indicate the name of your auto insurance company and your policy number

I attest that the above information is true to the best of my knowledge.

(Volunteer's Signature)

(Date)



Please review the volunteer opportunities below and check the ones that interest you most. For a more complete description, please see the enclosed listing.

Programs

Operations Volunteers are responsible for packing and delivering hot mid-day meals. A commitment of one to three hours one day per week is required.

Packer

Regular Driver

Special Delivery Driver

Substitute Driver

Administrative Assistants provide general office support to the staff. The nature of support allows for a flexible schedule. A commitment of two to three hours one day per week is required.

Administrative Assistant

Fundraising/Development

Volunteers work to support the fundraising efforts of East Cooper Meals on Wheels. The nature of support allows for a flexible schedule. Time commitments vary depending upon the event or project.

Gala & Auction (Spring)

Golf Tournament (Fall)

East Cooper Concert Series (Fall/Winter)

Newsletter (Quarterly)

Specific Talents and/or skills are needed to support fundraising and development efforts. The nature of support allows for a flexible schedule. Time commitments vary depending upon the task.

Donor Solicitations

Graphic Design

Media Relations

Photography

Writing/Editing

For Office Use Only

Interviewed by: _____ Date: _____

Start Date: _____

Assignment: _____



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Description of Volunteer Opportunities

Below you will find a description of the volunteer opportunities currently available at East Cooper Meals on Wheels. Please review the listing and check the opportunities on the application in which you would like to become involved.

Operations

Meal Packer: Prepares meals for delivery. This includes portioning food and maintaining a clean work area. A minimum of 1 hour one day per week is required.

Regular Driver: Picks up and delivers a nutritious midday meal to recipients. This includes making a cursory assessment of each recipient. A minimum of 2 hours one day per week is required.

Special Delivery Driver: Picks up and delivers donated food and other items to ECMOW on Hwy.17N and/or to recipients. A minimum of 2 hours one day per week is required.

Substitute Driver: Picks up and delivers a nutritious midday meal to recipients. This includes making a cursory assessment of each recipient. A minimum of 2 hours one day every two weeks is required.

Administrative

Administrative Assistant: Provides general office support to the staff. Activities include greeting volunteer drivers, answering the phone, typing, filing, creating forms and working on administrative projects. A minimum of 2 hours one day per week is required.

Fundraising and Development

Gala/Auction: The annual gala/auction, *A Meal to Remember*, is held in the spring. Volunteers assist the staff in planning and hosting the event. Tasks include donor solicitation, ticket sales, media relations, publications, venue décor, banquet services, set up/ clean up and clerical support.

Golf Tournament: The annual golf tournament is held in the fall at a local golf course. Volunteers are needed to work prior to the event and for various shifts on the day of the event. Tasks include donor solicitation, team sponsorship sales, media relations, publications, venue décor, set up/ clean up and clerical support.

East Cooper Concert Series: The concert series consists of six to eight evening concerts held at Christ Episcopal Church during the fall, winter and early spring. Volunteer tasks include posting signage, greeting guests, providing refreshments and collecting donations.

Newsletter: The newsletter is published quarterly. Volunteer tasks include conducting interviews, writing articles, taking and editing photos, designing the layout and clerical support.