ComputerCorps.org ™

"Every Home 'A' Classroom" ™

Volunteer Packet

ComputerCorps™ is an internationally recognized 501(c)(3) non-profit organization dedicated to providing access to computer technology and skills training for under-served families, while eliminating eScrap in our nation's landfills.

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What is ComputerCorps?

ComputerCorps™ is an internationally recognized 501(c)(3) Non-Profit Organization dedicated to providing access to computer technology and skills training for under-served families, while eliminating electronic scrap (eScrap) in our nation's landfills.

_____

The ComputerCorps™ Organization

1. Receives Donations of All Electronics: Including Computers, Printers, Monitors, Telephones, Stereos, etc.

2. Has Experienced Technicians That Refurbish and Upgrade The Equipment.

3. Returns The Equipment Back to The Community At Little or No Cost.

4. Provides Training, Education, Service and Technical Support for Individuals, Families, Seniors and Community Organizations.

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www.computercorps.org   **email: admin@computercorps.org**

ComputerCorps • 4630 Hwy 50 E. • Carson City, NV 89701 • (775) 883-2323

Donate ★ Recycle ★ Volunteer ★ Learn

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Why Volunteer At ComputerCorps

1. Learn About Computers & Technology

2. Add Experience to Your Resume

3. Receive Letter(s) of Recommendation

4. Earn A Computer for 48 Hrs. of Volunteering

5. Join Others Daily for a Free Hot Lunch

6. Develop Friends & Contacts

7. Earn Credits for Upgrades, Repairs & Parts

8. Get Out of The House & Be Productive

9. Have Fun While Helping the Community!

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Volunteers Needed

Computercorps needs help with our "Every Home 'A' Classroom"™ Program. Volunteers can earn credits that can be used for computer equipment, software, training, repair, upgrades, etc.

Technical	Administrative	Facilities
❑ Trainees	❑ Telephone Calls	❑ Painters
❑ Computer Technicians	❑ Typists/Data Input	❑ Gardeners
❑ Web Page Designers	❑ Secretarial	❑ Janitors
❑ Programmers	❑ Office Personnel	❑ Laborers
❑ Software Installers	❑ Public Relations	❑ Drivers
❑ Computer Repair	❑ Organizers	❑ Cooks / Chefs
❑ Graphic Designers	❑ Fundraisers	❑ Plumbers
❑ Software Trainers	❑ Bookkeeping	❑ Electricians
❑ Monitor Repair	❑ Advertising	❑ Landscapers
❑ Computer Maintenance	❑ Legal Work	❑ Carpenters
❑ Computer Networking	❑ Accounting	❑ Warehouse

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Volunteer Application

Last Name (Printed): _____ First Name: _____ M.I.: ___

Address: _____ City: _____ ST: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

E-Mail: _____ DOB: _____ SS#: _____

Place of Employment: _____ ❏ Full Time ❏ Part Time

Work Phone: _____ Supervisor: _____

School: _____ Counselor / Teacher: _____

Emergency Contact:: _____ Emergency Phone: _____

How did you become aware of ComputerCorps? _____

Why do you want to volunteer? _____

Have you volunteered before? ❏ No ❏ Yes If Yes, please give details: _____

Please provide a brief description of your work history: _____

Do you have a computer? ❏ No ❏ Yes What Type? _____

What is your level of computer experience? ❏ None ❏ Basic ❏ Intermediate ❏ Expert

Would you be interested in computer classes? ❏ Yes ❏ No If so, what types? _____

Check Below the Type(s) of Skills and Talents You Currently Have:

Technical	Administrative	Facilities
❏ Trainee	❏ Telephone Calls	❏ Painting
❏ Computer Technicians	❏ Typing / Data Input	❏ Gardening
❏ Equipment Tester	❏ Secretarial	❏ Janitorial Work
❏ Programming	❏ Office Work	❏ Misc. Labor Work
❏ Software Installation	❏ Public Relations	❏ Driving Vehicles
❏ Technical/Software Instructor	❏ Organizing	❏ Cooking / Chef
❏ Graphic Design	❏ Fundraising	❏ Plumbing Work
❏ Software Training	❏ Bookkeeping	❏ Electrical Work
❏ Monitor Repair	❏ Advertising	❏ Landscaping
❏ Computer Maintenance	❏ Legal Work	❏ Carpentry Work
❏ Computer Networking	❏ Accounting	❏ Warehouse Work

List Below the Type(s) of Skills You Want to Learn:

Technical		Administrative		Facilities	
❑		❑		❑	
❑		❑		❑	
❑		❑		❑	
❑		❑		❑	

Days and Hours When Possibly Available *(This is not a commitment):*

Check Days: ❑ Mon   ❑ Tue   ❑ Wed   ❑ Thu   ❑ Fri   ❑ Sat   ❑ Sun

Circle Times   AM PM   AM PM   AM PM   AM PM   AM PM   AM PM   AM PM

Personal and/or Business References:

Reference Name: _____   Phone: _____   Relationship: _____

Reference Name: _____   Phone: _____   Relationship: _____

Reference Name: _____   Phone: _____   Relationship: _____

Volunteer Rules and Guidelines:

The ComputerCorps mission is to help others and the community. All volunteer duties are to be performed with the spirit of teamwork, co-operation and kindness.   Volunteers not abiding by these rules will be asked to leave.

1. Your conduct must be in a respectful and courteous manner at all times.

2. Foul language, disruptive behavior or gossip will not be tolerated.

3. Friends are not permitted on the property without a visitor badge and registering with front office staff.

4. Any form of illegal activity (alcohol, drugs, theft, etc.) will terminate any volunteer.

5. ComputerCorps adheres to the ***strictest software anti-piracy policies***.

6. Software is not to be copied except for backup purposes.

7. All volunteers must log-in upon arrival and log-out prior to departure.

8. **All volunteers must wear the appropriate nametags / ID badges on the upper body that are to be visible at all times. Personal property, phones, backpacks and bags are not permitted in the facilities.**

9. For security and control purposes, volunteers may be required at any time to provide a copy of their driver's license and/or photo identification and to have their picture taken. Reference and background checks may need to be completed prior to acceptance of the volunteer application.

Waiver of Liability & Disclaimer:

I acknowledge that by participating in different volunteer duties, the risk of physical injury is present. I further acknowledge that the programs of ComputerCorps are primarily administered by individuals who volunteer their time, rather than by paid professionals. In consideration for ComputerCorps accepting the below named individual and permitting the voluntary participation of said individual in its programs; I hereby release, discharge, and hold harmless ComputerCorps, its employees, volunteers and any other entities and/or representatives from any claims arising out of or relating to any physical injury that may result to said individual while participating in ComputerCorps sponsored events; including any physical injury caused by the negligence of any supervisors while performing his or her duties during any functions. I further acknowledge that I am only a volunteer and that any benefits or perks that I receive as a result of my participation do not constitute an employee employer relationship. I acknowledge that I have read and fully understand the above and that the information that I have provided is true and correct.

Have you ever been arrested? ❑ No ❑ Yes

Have you ever been convicted of a felony? ❑ No ❑ Yes

If Yes to either of the above, give details:

At various times, ComputerCorps and its volunteers work with children, sensitive data and costly computer components. Because of this work, it is often necessary to run background checks on the volunteers with local, state and/or federal agencies. Volunteers may also be requested to have their picture and/or fingerprints taken and to provide a copy of their picture ID for ComputerCorps files. All information provided will be kept as confidential as possible.

Applicant acknowledges that all information regarding ComputerCorps' operations, procedures, volunteers, contacts, recipients and donors is of a proprietary nature and should not be disclosed or used for any purposes other than the direct benefit of the organization.

Applicant Signature: _____ **Date:** _____

Printed Last Name: _____ **Printed First Name:** _____

*** For Applicants Under The Age of 18: Parent / Guardian Waiver & Disclaimer Required***

I have read and fully agree with the above information provided by the applicant and ComputerCorps. I hereby give my permission for the above named individual to apply for a volunteer position.

Parent/Guardian Sign: _____ Date: _____

Printed Last Name: _____ Printed First Name: _____

Emergency Contact: _____ Telephone Number: _____

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❑ **ACT Entered**   ❑ **ACT Groups Entered**   **Date Entered:** _____   **File Created By:** _____