



Lane County Stand Down VOLUNTEER Application

Lane County Fairgrounds, Eugene, Oregon
 Please complete this form for each volunteer applicant
Email to: info@lanecountystanddown.org
Or mail to: 1430 Willamette St #198, Eugene, OR 97401

Name:		Email:	
Street:		Home:	
City:	State:	Work:	
Zip:		Cell:	
Emergency contact person (ECP):		ECP Phone:	
...Please mark your availability below...			
SET UP Day (9am to 6pm, day before Stand Down): <input type="radio"/> Yes <input type="radio"/> No Please list any physical limitations you may have:		Information you want us to know: (Special skills/talents, etc.) Food Handler's Card? <input type="radio"/> Yes <input type="radio"/> No	
EVENT Day (6am to 5pm): <input type="radio"/> Yes <input type="radio"/> No Please list any physical limitations you may have:		Below, please rank volunteer interest areas using 1, 2, and 3, with 1 being your first choice.	
Floater <input type="checkbox"/> This opportunity is for those with a sense of adventure. Be willing to be assigned anywhere during the event.		Set Up <input type="checkbox"/> Move, unfold tables and chairs. Sort, organize DOD gear. Hang signs. Help decorate. Help ensure set up meets floor plan requirements for services. Other as needed.	
Breakfast/Lunch <input type="checkbox"/> Assist with set up of food station. Help put out food and supplies. Help serve. Welcome Veterans to the meal – assist those that need it by getting their food and getting them seated. Clean up and put away when done. Other as needed.	Reg/Intake <input type="checkbox"/> Greet & help veterans register on the day of the event. Help distribute Vet Center intake forms, participant questionnaires, and writing instruments. Make sure <u>all</u> veterans register with Vet Center. Enforce Stand Down entry rules: "No Veteran in Tow? You Don't Go!"	Buddy/Escort <input type="checkbox"/> Walk with Homeless, Disadvantaged, and Needy Veterans to various service providers. Help them through entire event. Share, listen, and connect. Eat lunch together. Help guide them to what they need.	Volunteer & Service Provider Check-In Desk <input type="checkbox"/> Help guide service providers to their tables. Guide volunteers to those in charge in specific areas. Dispatch volunteers where needed.
Runner <input type="checkbox"/> Deliver messages and small supplies between different areas of the event.	Coat/Bag Check <input type="checkbox"/> Are you trustworthy & dependable? Check in and secure the personal possession that a participant does not wish to carry around while they explore services. Issue claim tickets, and verify claim ticket #s.	Trash/Recycle Steward <input type="checkbox"/> Break down boxes, collect trash, isolate aluminum cans and water bottles, be responsible for general event cleanliness.	Take Down/Clean Up <input type="checkbox"/> When it's all over, there will be plenty to do to help clean up. Tables, chairs taken down, decorations boxed up, sweeping, loading vehicles, moving items, general clean up, etc.



Lane County Stand Down

OATH OF CONFIDENTIALITY (REQUIRED)

The Lane County Stand Down respects the privacy and privacy rights of the Veterans we serve.

I understand that:

1. The purpose of gathering and sharing private information between survey and service team members of the Stand Down is to improve housing and health outcomes for the Veterans served at Stand Down.
2. Sharing of personal Veteran information will be limited to that which will help achieve this purpose.
3. The unauthorized release of any protected health information may make me subject to a civil action for damage.

Print Name _____

Signature _____

Date _____

General Information

Background:

-) Stand Down is designed to link Veterans to services.
-) The goal is to end chronic homelessness among Veterans by ensuring there are services to help them become stable and get them into homes.
-) Stand Down is a partnership between veteran's organizations, government agencies, nonprofit entities, corporations, businesses and community volunteers.

Event Schedule:

THURSDAY (Set up day)

- 8am – 6pm – Set up tables, chairs, etc.
- 10am – 6pm – Vendors allowed in to set their tables

FRIDAY

- 6:00 am – Volunteer check in
- 6:30 am – Registration desk opens
 - Doors open to guests
- 7:30 am – Breakfast served
- 8:00 am – Job Fair
- 8:00 am – VA/SVdP Housing
- 9am – 2pm – Exhibitors, resources and direct services available
- 11:30 am – Lunch served
- 12:00 pm – Opening Ceremony / Presentation of Colors
 - Welcome & Announcements
 - Entertainment
- 1:00 pm – Raffle Drawing
- 1:00 pm – Homeless Veterans access to tangible goods (DOD surplus)
- 2:00 pm – Non-homeless Veterans access to tangible goods (DOD surplus)
- 2:00 pm – Doors close; services continue until guests are through
- 3:00 pm – Clean up

Reminders:

-) **Treat every Veteran with dignity and respect** – be friendly, open, available and non-judgmental.
-) **Be sensitive** to each individual situation. Find common ground.
-) **Listen** – be attentive to the needs you hear and make it your mission to help fulfill those needs.
-) **Don't force** – be open and inviting, but try not to assume what the right answer is for each Veteran.
-) **Privacy** – introduce Veterans to service tables, and then step back – they may not want what they are sharing to be public knowledge.
-) **Welcome Area and Intake Tables** – This is where we can really ensure that people are going to connect with the resources they need today. Please make sure that everyone coming through has visited the Welcome Area and gone through intake.
-) **Traffic Flow** – Please be conscious of the flow of people from the Services Areas, Lunch Area, Tangible Goods Area, Hallway Services. There are outdoor services in the parking lot, so as people enter please do your best to invite them through the Welcome Area. Specific door should be used as an exit only to ensure that everyone will be exposed to all of the available resources. The Tangible Goods Area is the place that every Veteran participant should check out. We want to help every Veteran get connected to as many services as they need.
-) **Eat with your Veteran** – Don't have a Veteran assigned to you? Sit and enjoy a meal with someone anyway!
-) **Exit Interview/Survey Sheet** – This is where we can gain statistics that will help with future service needs and gather information essential to grant funding for future Stand Downs.