



VOLUNTEER PROFILE AND MANUAL

ALS United Orange County
14471 Chambers Rd. Suite 111
Tustin, CA 92780
Phone/Text: 714.285.1088
Email: info@alsuoc.org
www.alsuoc.org



WELCOME

This Volunteer opportunity is very rewarding and absolutely necessary to support the mission of ALS United Orange County.

Your personal skills and knowledge allows us to make your experience as a volunteer both effective and rewarding. Thank you for considering this opportunity and for your willingness to devote time and effort to help the organization better serve persons with ALS (PALS) and their families.

We are most appreciative!

VOLUNTEER PROFILE

Thank you for completing this volunteer profile questionnaire. The information you provide will help us to better serve you, our most valuable asset. The information provided is privileged information and will not be shared with or sold to any other organization.

PERSONAL DATA

Name: _____

Mailing Address: _____

Primary Phone: _____

Email Address: _____

SKILLS

Current occupation: _____

Additional occupational background: _____

Relevant education: _____

Previous volunteer service: _____

Special hobbies, skills: _____

AREAS OF INTEREST

Office and Administrative Duties:

Data entry Filing Special projects Web site maintenance/design Bulk mail

Patient Services:

Communication devices, training

Events

Writing (grants, letters, newsletters etc.)

Speaking engagements

AREAS OF INTEREST (CONTINUED)

Attending booth at fairs/festivals

Photography

Educational tabling

AVAILABILITY

Weekdays _____ Weekends _____

Evenings _____ Daytime _____

Flexible hours _____ Fixed hours _____

Single event (example) _____

Ongoing: Weekly Monthly Other _____

LOCATION OF VOLUNTEER HOURS

Orange County office

Varying locations in Orange County, Norco or Corona

CONNECTION TO ALS

AFFIRMATION

I understand that ALS United Orange County, conducts its business and service activities without discrimination regarding race, religion, gender or sexual orientation. I further understand that ethical standards of personal conduct must prevail and the organization may choose not to use any volunteer who does not adhere to appropriate personal conduct.

Signature

_____/_____/_____
Date



INTERNSHIP/VOLUNTEER CONFIDENTIALITY AGREEMENT

I, _____ understand and agree that I must maintain and safeguard the
(print name clearly)
confidentiality of any donor or patient information and other information I may obtain through my activities as an ALS United Orange County volunteer.

I agree not to divulge, publish, or otherwise make known to unauthorized persons or to the public any identifiable, personal information, which is obtained in the course of my service as a volunteer. I understand that ALS United Orange County's written authorization is required for me to disclose any such information, and that this authorization must be obtained with an official ALS United Orange County release form.

Confidential information also includes:

- Data or information which identifies a patient/donor or their family
- Assessment forms, referral forms, and computer records
- Information received verbally from the patient/donor

I recognize that unauthorized release of confidential information may result in legal penalties including possible fines or lawsuits by the patient/donor's family.

I understand and agree to the above policy, and I am aware that a breach of confidentiality will be grounds for dismissal in my role as a volunteer.

Signature of Intern/ Volunteer

Date

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OUR VALUES

- People with ALS and their families come first in everything we do.
- Scientific credibility and innovation are the hallmarks of our research program.
- Integrity, honesty and ethical behavior guide all our endeavors.
- Champion the cause of people with ALS to raise awareness, understanding and support at every turn.
- Collaboration and partnership within our organization and with others who share our goals and values promote continued success in the fight against ALS.
- Mutual respect is the cornerstone for all our working relationships.
- Financial strength enables us to accomplish our goals.
- Commitment to excellence and professionalism are key tenets at all levels of our organization.
- Diversity of ideas, cultures, ethnicities and backgrounds strengthen our efforts.
- Teamwork: We are a unified organization with one vision and one mission.



VOLUNTEER JOB DESCRIPTIONS

- Office Assistance
- Mailings
- Data entry/Word processing
- Filing
- Special projects*
- Web design & maintenance*
- Graphic design [print & web]*
- Entertainment (DJ, play instrument, etc.)*
** can be worked on outside of ALS United Orange County office*
- Equipment Loan Pool: Delivery

Our equipment loan program is one of the most valued services we offer to PALS. We need help with pick up and delivery of medical and computer equipment in Orange County, Corona and Norco. The ideal volunteer for this role can lift up to 50 pounds, has a truck and a somewhat flexible schedule. Time required can vary based on availability.

- Equipment Loan Pool: Inventory Maintenance

We maintain a large inventory of medical and computer equipment for PALS. This equipment needs regular organization as well as light cleaning. The ideal volunteer for this role will be detail-oriented and work well independently. Schedule is flexible.

- Special Events

ALS United Orange County has several events throughout the year. Event volunteering includes but is not limited to: Set up, break down, hosting a table, working registration etc.

- Grant Writing

Volunteers are needed to research grant opportunities, develop proposals, correspond with foundations, and other grant makers.

- Corporate Outreach

Helping companies get involved through event sponsorships, in-kind donations, and services.

