



# *Good Works*

## *Transformation Station*

*Helping people get the things they need  
while helping others in need.*

**740/594-3336**

## **Transformation Station Volunteer Guidelines**

*In order to participate in this program, you must agree to the following:*

1. This is a volunteer program. You are offering your time to Good Works to help us address needs in the community. You will be working alongside staff, volunteers and groups. Volunteers are an essential part of what we do and what gets accomplished.
2. If you will be late or not able to come, we expect that you will call to let us know. **(594-3336)**. Volunteers who do not call to let us know they will be late, will not be permitted to volunteer. Volunteers who do not call to let us know they are not coming will be removed from the current volunteer list.
3. The start time for Transformation Station volunteers is 8:45. Any volunteer who arrives at 9:01 will not be permitted to volunteer, unless they have called to let us know they will be late.
4. We offer gifts to volunteers who participate in the Transformation Station from items that have been donated to Good Works. We do not guarantee the condition of these items nor do we guarantee that they will work for any particular length of time. You will be responsible for purchasing any parts that are needed for maintenance on the item. You cannot return an item that stops working to exchange it for another.
5. You cannot reserve an item for yourself. You can only select and receive your particular item when you have all the points you need for that item.
6. We will not be able to provide delivery or installation of your gift. You will have to make arrangements for this. Your gift (vehicle, appliance, furniture, food) must be picked up within 30 days from the last day you volunteered. Any item not removed from Good Works property becomes the property of Good Works.
7. You are only eligible to receive one gift per period of volunteer service. **You cannot add items during a current volunteer time.** You may sign up to receive another item after you have finished.
8. Children under the age of 16 are not permitted here during your times of service.

9. Friends or family members 16 and older can help you get the item you are seeking. They will need to call to complete a telephone interview and set up a time to come for a volunteer tour and complete a written application before the day they volunteer. They must come on the days that you volunteer and their volunteer times will go to your credit. After completing the application, they will then be eligible to sign up for the Transformation Station themselves. You can have up to three people sign up to help you, however, only one person at a time can volunteer with you. Your helper cannot volunteer with you unless you also are present volunteering.
10. If you do not finish your volunteer service or do not take the item with the points you have received, we will send a letter to the address you indicated on this application. You will have six months from the last day you volunteered to complete your points or select another item. After that time, all points are forfeited and you are not eligible to receive a gift. You may sign up to volunteer at a later time.
11. You cannot use volunteer hours from this program for hours required by another agency (such as court referred community service or Department of Job and Family Services).

I understand these guidelines \_\_\_\_\_

***Additional guidelines for those volunteering for vehicles:***

1. Those volunteers who are not able to come for three consecutive scheduled volunteer times, even though they call, will be taken off the schedule so that others can volunteer. You will be able to begin volunteering again once your schedule will allow you to do so. Just call and once we have an opening, we will put you in.
2. Cars that have been donated to us have high mileage and are transferred to you in AS-IS condition. They are not recommended for long trips outside the area. Before accepting a vehicle, you may have a friend or mechanic check out its condition. While we are careful to accept only vehicles that are running and appear to be in good condition, we cannot guarantee that they will last any particular amount of time.
3. Volunteers can only receive one vehicle. Members of the same household cannot volunteer for additional vehicles.
4. Before you begin to volunteer, you must have a current, valid driver's license that is not under suspension and with no fines due.
5. You must pay for title and registration fees, which usually amounts to around \$75.
6. You must be able to insure the vehicle and present proof of insurance before the vehicle will be transferred to you. This must be done prior to the day you come to volunteer and receive your vehicle.
7. The title of the vehicle will be transferred into your name only. We will not transfer a vehicle to anyone else.
8. If it is determined that you are not eligible to register a vehicle due to problems connected with your driver's license, you will have six months to correct the problem and may select a vehicle that is available at that time. The current vehicle you have selected will be titled back to Good Works at your expense. After six months, you will forfeit the points you have received and will not be eligible to receive another item. You may sign up to receive another vehicle, but you will be placed at the bottom of the list and can begin volunteering when your name comes up.
9. As a community we will celebrate your contribution and accomplishment by gathering with you to receive your vehicle. Normally this will happen on a Wednesday or Thursday at around 3:00 on your last day of service. However, there are times when this does not work out. Another time will be arranged when several other staff can participate in this celebration. While we will try to arrange this around a schedule that works for you, it must also work for the staff and interns of Good Works to participate in your celebration.

I understand these guidelines \_\_\_\_\_