



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 volunteer opportunity, you must agree to the following:

1. This is a volunteer opportunity. You are offering your time to Good Works to help us address needs in the community. You will be working alongside staff, interns, volunteers and groups. Volunteers are an essential part of what we do to help others.
2. 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 after you receive your item. You cannot return an item that stops working to exchange it for another.***
3. 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.
4. 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.
5. If the item you volunteered for is not available when you finish your points, you may delay selecting an item when you finish volunteering. You will have six months from the day you finish volunteering to select an item. After six months, the points you received are forfeited.
6. 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.
7. Children under the age of 18 are not permitted here during your times of service.
8. Friends or family members 18 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 can only 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 two 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.
9. If you do not finish your volunteer service, 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 start volunteering again or use your points to select another item. After that time, all points are forfeited and you are not eligible to receive an item. You may sign up to volunteer at a later time.
10. You cannot use volunteer hours from this program for hours required for another program (court ordered community service, credit for a class, etc.).

I understand these guidelines_____

Schedule and Attendance

Your volunteer times will be based on the work that needs to be completed and the availability of GW staff for supervision. These days vary throughout the year. We will discuss a schedule with you during the interview. We use following guidelines for our Transformation Station Volunteers:

- The arrival time for Transformation Station volunteers is **8:45-9:00**.
- **We ask that all volunteers call us (740-594-3336) before 9:00 if they will be late or if they cannot come for their volunteer time.**
- If you arrive at **9:05 or later** you will not be permitted to volunteer, unless you have called to let us know you will be late.
- We assume that volunteers who do not show up and do not call do not want to volunteer. We will invite other volunteers to begin TS.
- If you come to volunteer the week after not showing up and you have not called us, you will not be permitted to volunteer.
- All volunteers start with one day a week. Adding a second day is possible after 4-6 weeks if you have demonstrated that you are reliable and that you call when you are not able to come.

I understand and agree to the schedule and attendance policy. _____

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 can begin volunteering again when you are able to make a commitment to do so. Just call and once we have an opening, we will put you on the schedule again.
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. While members of the same household are allowed to assist you to get your vehicle, they 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, with no fines due and no blocks that would prevent you from registering your vehicle in your name.
5. You must pay for title and registration fees, which usually amounts to around \$80.
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 last day you come to 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. The Community of Good Works will gather with you to celebrate your volunteer service with Good Works at the time you receive your vehicle. This event will be scheduled one week (but no more than one month) after you have received the 24 points necessary to receive a vehicle. This is to arrange a time with you and others in in the community to be part of this celebration. The Celebration will consist of taking a picture, affirming you and praying with you. You are welcome to invite friends or family to you to join in this.

I understand and will comply with these guidelines_____