



# 2023-24 New Volunteer Requirements

♥ *It takes TWO to make a friendship. It takes just YOU to make a difference.* ♥

COF 2023-24 NEW volunteer applicants **must** submit the Application Form and Medical Release/Insurance Form by **May 31st, 2023. Submit printed copies to COF staff or submit by e-mail to [cof4you@gmail.com](mailto:cof4you@gmail.com) or [rtgable@gmail.com](mailto:rtgable@gmail.com)**

1) **New Volunteer Application** - Form Available at [cof4u.org](http://cof4u.org), click Join COF at the top of the website.

2) **Medical Release/Insurance Form** - Current/Valid Medical Insurance is required to volunteer at COF.

Form also available at [cof4u.org](http://cof4u.org)

**\*Submitting the Application does not guarantee you will be accepted immediately to volunteer at COF.**

**\*After you have been contacted that you are accepted to volunteer at COF this semester you must complete/acknowledge the following steps.**

New volunteer applicants **must** submit Questionnaire Answers by **August 28<sup>th</sup>, 2023** and CPR/First Aid Certificate by **September 30th, 2023**. Turn them in early if you have them completed.

3) **Volunteer Questionnaire Answers** (must be TYPED, 150+ words for each question)

- a. What motivated you to apply to Circle of Friends?
- b. Do you have any special talents? And tell us about the single most important aspect of yourself that you would want to emphasize and why.
- c. What contributions can you make to Circle of Friends?

4) **CPR & FIRST Aid Certificate**

- a. How to get CPR certificate? - [redcross.org](http://redcross.org)

**\*(Classroom) and (Online + Classroom) options are available by going to the Red Cross website. You are welcome to find CPR/First Aid classes other ways.**

- b. **No Online Only certification.** You must attend a class with an in person classroom training portion. The hybrid type with online + classroom is accepted.

**\*All of the above (1 to 4) can be copied/scanned or take a picture of and emailed to [cof4you@gmail.com](mailto:cof4you@gmail.com) or submitted in person before the deadlines.**

**\*Continued on Next Page**



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- 5) **Registration fee of \$150**(You can submit the fee on orientation day on August 28<sup>th</sup>, 2023)
- 6) **Probation** - New volunteers will have a 2 month probation status (We will be going over all the details and rules on Orientation Day)
- 7) **Orientation (First Day of COF)** - Volunteers must attend 2023-24 Volunteer Orientation on **August 28<sup>th</sup>**. One Parent/Guardian of each volunteer must attend the Parent Orientation on the same day.

\*Orientation will be held at **Good Stewards Church** (2701 S. Woodgate Dr, West Covina, CA 91792)

\***There is a chance the deadline dates will be extended if COF is looking for more volunteers.**

If you have any questions, feel free to contact Mr. Ross Gable at [rtgable@gmail.com](mailto:rtgable@gmail.com) or at [cof4you@gmail.com](mailto:cof4you@gmail.com)