

Mommy's Light Lives On Fund

New Volunteer Package





Bringing **joy and comfort** to children and teens by helping them keep alive **traditions** and simple pleasures they shared with their **mothers**.

Thank you for your interest in volunteering with Mommy's Light Lives On Fund!

There are many ways to become involved with Mommy's Light and it is our goal to help you find the "best match" between your desired volunteer experience, and the volunteer opportunities we have to offer. We strongly encourage all volunteers to attend our New Volunteer Training Class. This class is a fantastic way to find out more about Mommy's Light and our volunteer opportunities. While completion of the class is required in order to be considered eligible to serve as a Request Grantor volunteer (those volunteers who provide our tradition fulfillment services to the children in our program), there are many ways to get involved as a Mommy's Light volunteer right away!

Included in this New Volunteer Package is the following:

1. New Volunteer Application:

Please review, complete and sign this form in order to provide us with some information about yourself, the best ways to contact you and how you would like to be of service with Mommy's Light.

2. How Can I Volunteer My Time With Mommy's Light?

This document includes a listing of the many ways that our volunteers donate their time and talents in service to Mommy's Light. Review this list to find an opportunity that matches your interests, availability and desired volunteer experience.

3. The Mommy's Light Values Statement:

This document is intended to communicate the seriousness with which we treat our volunteers. We want to assure you both of our sincere appreciation of your services, and to indicate our commitment to do our best to provide you with a positive, productive and rewarding volunteer experience with Mommy's Light!

4. Confidential Volunteer Information Questionnaire:

Mommy's Light annually applies for grant money from various area foundations and organizations. Some of those applications will require this type of specific information about the staff, volunteers and families we serve at Mommy's Light in order to make their funding decisions. This information is kept confidential and no names are used in presenting this information in those applications, only percentages.

Please return the signed New Volunteer Application, Values Statement and Confidential Questionnaire to our office at:

Mommy's Light Lives on Fund
PO Box 494
Lionville, PA 19353

If you have any problems printing these forms, please contact us at #610-458-1690 or info@mommyslight.org and we will send a copy to you in the mail right away.

Please contact us via phone or email (info above) if you have any questions regarding volunteering with Mommy's Light and we hope you find a way to get involved soon!



NEW VOLUNTEER APPLICATION
PLEASE PRINT LEGIBLY

I. PERSONAL INFORMATION

Date: _____

Full Name: _____

Current Address: _____

City: _____ County: _____ State: _____ Zip: _____

Telephone Numbers: Home: _____ Cell: _____

E-mail Address: _____ Birth Date: _____

Employer: _____ Position: _____

Do you hold a valid driver's license? Yes ___ No ___ If yes, in which state? _____

Have you ever had your driver's license suspended or revoked? Yes ___ No ___

If yes, explain why: _____

Do you use illegal drugs? Yes ___ No ___

Have you ever been charged with a criminal offense, including but not limited to, criminal neglect, abuse or assault?

Yes ___ No ___

If yes to either of these questions, please explain: _____

Do you agree to disclose any future criminal convictions or violations? Yes ___ No ___

II. VOLUNTEER EXPERIENCE

Do you have volunteer experience? Yes ___ No ___ *If yes, please list below beginning with most recent experience.*

Organization: _____ Description of volunteer work: _____

Organization: _____ Description of volunteer work: _____

Organization: _____ Description of volunteer work: _____

Have you ever been asked to relinquish a volunteer position? Yes ___ No ___

If yes, please list the name of the organization and explanation: _____

What did you like/dislike about your previous volunteer experience? _____

III. VOLUNTEER OPPORTUNITIES - Please check area(s) of interest

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Special Events | <input type="checkbox"/> Volunteer Development | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Request Support | <input type="checkbox"/> Outreach | <input type="checkbox"/> Community Contacts | <input type="checkbox"/> Request Grantor* |

*Request Grantor – Please be aware that Request Grantors do not participate in the tradition activity with the children. To be eligible for the Request Grantor team, you must:

- (1) be at least 18 years old
- (2) attend a New Volunteer Training Class and participate in a post-training interview with the Program Coordinator
- (3) complete and pay for Criminal and Child Abuse Background checks
- (4) participate in continuing education classes offered periodically by Mommy’s Light

IV. PLEASE TELL US ABOUT YOURSELF

How did you learn about Mommy’s Light? _____

What are you looking for in your volunteer experience with Mommy’s Light? _____

What are your creative interests (i.e., baking, sewing, painting, crafts, shopping, etc.)? _____

Do you prefer to work on your own, as a member of a team, or both? _____

Please describe your communication skills: _____

Have you ever worked or lived in diverse situations including race, religion, and socio-economic status? Yes ___ No ___

Are you comfortable working with people who are different from you in these ways? Yes ___ No ___

V. PERSONAL REFERENCES

Please provide three (3) non-family references:

Name	Address	Telephone	Relationship	Years Known

I HAVE COMPLETED AND REVIEWED THIS ENTIRE FORM AND ATTEST THAT THE INFORMATION PROVIDED IS TRUE.

Applicant’s Signature: _____ Date: _____

IF APPLICANT IS UNDER 18 YEARS OF AGE, PLEASE COMPLETE THE FOLLOWING:

Parent/Guardian Signature: _____ Date: _____

**Please return completed forms to: Mommy’s Light
P.O. Box 494
Lionville, PA 19353**

How can I volunteer my time with Mommy's Light®?

Mommy's Light's events and volunteer opportunities are created to support our commitment to serving maternally bereaved children. Our volunteers' time and talents are used respectfully, so that their personal volunteer experience will be both meaningful and significant. Please select an opportunity that matches your interests, availability and desired experience. Interested volunteers can find out more about these opportunities by contacting us at info@mommyslight.org or by phone at #610-458-1690.

Request Grantor:

- ❖ Request Grantor volunteers meet directly with the children in our tradition fulfillment program to learn the details of their unique traditions, and then work together to create a fun and unique tradition fulfillment package that will contain everything that the family needs to continue to celebrate their mother's special tradition. Completion of the New Volunteer Training Class is required in order to qualify as a Request Grantor Volunteer.



Request Support Team:

- ❖ Volunteers on this team share their unique talents, skills, interests or hobbies (ex. baking, arts & crafts, gardening) to support the Request Grantors in the creation of enhancement items for the tradition fulfillment packages.



Special Events:

- ❖ Assist with the planning of our Special Events such as our Annual 5K Race & 1 Mile Fun Walk and Annual Golf Classic. Volunteers are needed to help with pre-event activities as well as to work at the event.
- ❖ Volunteers staff our informational table at numerous public events throughout our community such as the Susan Komen Race for the Cure and the National Ovarian Cancer Coalition Walk for the Whisper, to help spread the word about our free tradition fulfillment services and bereavement education materials.



Administrative:

- ❖ Our volunteers have helped with tasks such as proofreading and editing our printed materials and website, as well as package assembly projects for our Educational Outreach program and volunteer supplies. Some of these projects can be worked on in your own home.



Fundraising: We put the "FUN" in fundraising!

- ❖ Identify sources of grants, corporate foundations, clubs and organizations that might be interested in supporting Mommy's Light.
- ❖ Identify potential individuals and organizations that might be interested in holding a fundraising event for Mommy's Light such as a golf outing, birthday party, community carnival, bake sale, etc.
- ❖ Create your own event!
- ❖ Help to solicit donations from local vendors needed to fulfill Tradition Requests.
- ❖ Help solicit sponsors and donors for our Special Events.



Community Outreach:

- ❖ Volunteers needed to help with the compiling of lists of school counselors, funeral home directors, bereavement specialists and other medical professionals to be used for our Outreach/Bereavement Education mailings.
- ❖ Assemble informational packages for Outreach/Bereavement Education mailings.



Volunteer Recruiting:

- ❖ Help identify opportunities to bring Mommy's Light to your place of employment, church or social group to encourage volunteerism.
- ❖ Assist in locating donated space to hold New Volunteer Training classes at your workplace or other group meeting spaces (examples might include a church meeting room, office conference room, college or university classrooms.)



www.mommyslight.org

MOMMY'S LIGHT'S VALUES STATEMENT

Everything we do is done with integrity, acceptance, kindness and compassion. Our communications are respectful, clear, prompt and honest. We use all our resources wisely.

Our first responsibility is to the children and teens we serve and their families who are the soul of Mommy's Light. We are open-minded and nonjudgmental in all our interactions with the children, teens and their families regardless of situations, circumstances or environments. Our interactions are empathetic rather than sympathetic. We recognize it is our privilege to be invited into the lives of the people we serve.

We are responsible to our volunteers, staff and directors who are the heart of Mommy's Light. Everyone is given opportunities to have a positive impact on our organization – to do work that makes a difference. We are respectful of our time and family commitments. We continuously recognize and appreciate our efforts. Volunteers feel free to make suggestions and to give constructive feedback. We provide high quality training and materials so that we are capable of delivering excellent service to the children, teens and their families.

We are responsible to our donors who are the spark of Mommy's Light. We recognize and appreciate their support. We strive to meet the goals stated in grant applications. We are responsible to the more than 20,000 eligible children and teens and their families living in the greater Delaware Valley region. We reach out to all the diverse communities in which these children live. We educate the adults in these children's lives, including family members, guidance counselors, religious leaders, etc., as to the nature and needs of grieving children. We find creative ways to serve the needs of these communities for the highest good of all concerned.

Signed and Accepted this _____ day of _____, 20_____

Tracey A. Oberholtzer

Program Director – Tracey Oberholtzer

Prospective Volunteer



CONFIDENTIAL VOLUNTEER INFORMATION QUESTIONNAIRE

Mommy's Light Lives On Fund annually applies for grant money from different area foundations, including The Philadelphia Foundation. Some grant applications ask for the information set forth below for our staff, volunteers and families served. The information is kept confidential and no names are used in presenting the information, just percentages. That said we do need your name so that we can track who has given us the data and who has not. Thank you in advance for completing this questionnaire and helping Mommy's Light in our fundraising efforts.

Please check the lines that apply to you as an individual

Male _____
Female _____

African American _____
Asian American _____
Latino _____
White _____
Other ethnic group _____

Low-income _____
Low-to-moderate income _____
Middle-income _____
Upper-income _____

Catholic _____
Protestant _____
Jewish _____
Other Religion _____
No Religion _____

Teen age 18-19 _____
Young adult age 20-25 _____
Adult age 26-64 _____
Senior citizen age 65+ _____

NAME _____ DATE _____

Thank you.