



Dear Prospective Volunteer:

Thank you for expressing an interest in volunteering at Clara's House. We are so grateful that you have offered your time and talent. The key to our success rests in people like you.

Please be sure that you have received the Volunteer packet that specifically applies to you. There is a professional one and a non-professional one.

Enclosed in our volunteer packets are the following,

- 1) a medical history form
- 2) your application form
- 3) an hourly time sheet and/or a monthly time sheet for you to keep track of your hours.

We will send for your references and check out your credentials as soon as we receive your forms back. Also as a part of our application process we require each prospective volunteer to attend an orientation day. You must call Clara's House at (916) 448-3976 to sign up for the next available Orientation Day. Please note, before we can assign you to a job all of the above must be taken care of and completed and in our files.

We look forward to having you on our staff of volunteers. May God bless you for your generosity, time and talent at Clara's House as a Volunteer!

Sincerely,

Judith Wright
Volunteer Coordinator

The heart of a volunteer is not measured in size, but by the depth of the commitment to make a difference in the lives of others --DeAnn Hollis