

***Thank you for your interest in becoming a volunteer at Fauquier Family Shelter Services, Inc. Volunteers are one of the driving forces behind the success of Fauquier Family Shelter Services (FFSS) in providing assistance to the needy in Fauquier County.***

***The mission of Fauquier Family Shelter Services is to provide short-term shelter, transitional housing, and comprehensive services, means and guidance to homeless and potentially homeless families and individuals in Fauquier County. The Shelter was established in 1988 by concerned individuals and social service agencies to alleviate the pain of poverty and homelessness in Fauquier County. Fauquier Family Shelter Services operates the only emergency shelter in Fauquier County.***

***Please review the enclosed information and think carefully about how you would like to get involved. Becoming a volunteer with Fauquier Family Shelter Services will not only benefit those in need, but will also bring you personal satisfaction.***

***Thank you again for your interest in Fauquier Family Shelter Services, Inc. We look forward to working with you as a partner in FFSS' mission to strengthen our community. If you need more information on the volunteer needs of the shelter, please contact our office at (540)341-0900.***



# FAUQUIER FAMILY SHELTER SERVICES, INC.

## Volunteer Information Packet

Your interest in serving your community through volunteering your time for Fauquier Family Shelter Services is greatly appreciated. Help is desired on both a regular and an as-needed basis.

We have put together this packet of information to help you decide in which areas you would most like to help.

Here are some of the ways that we may utilize your talents:

### **Special Events:**

- ***Day of Caring***  
*Participating through United Way, this is a day spent at the shelter helping out in a lot of different ways*
- ***Essay Contest***  
*Read and judge the students' essays.*

### **Administrative:**

- ***Typing*** – *helping out with correspondence in the office*
- ***Filing*** – *assisting in organization of documents*
- ***Database*** – *data entry*
- ***Quarterly Newsletter*** – *addressing and sorting*

### **Fundraising:**

- ***Spring Concert featuring Martin Berkofsky***
- ***Summerfest/Craft Fair***
- ***Christmas Gala***
- ***Mass Mailing during late November***
- ***Bluemont Concerts***
- ***Spring Festival***
- ***Piedmont Regional Orchestra***
- ***Raffle Tickets***

***Duties may be as diverse as selling tickets, contacting potential donors through mailings, manning a booth at the festivals, or baking cookies!***

## **Program Activities:**

- ***Plan and supervise fun, therapeutic activities for children who are in the shelter and transitional program***
  - *Music appreciation*
  - *Arts and crafts*
  - *Special occasion parties*

***This is an especially great opportunity for creative people (or for those of us who WISH we had that special talent and just want to try real hard!)***

## **TUTORING OPPORTUNITIES:**

### **Life Skills Classes:**

Instruction includes the following subjects:

- ***Money management***
- ***Nutrition***
- ***Simple meal preparation***
- ***Job interviewing skills***
- ***Building self-esteem***
- ***Dressing for success***
- ***Health maintenance***
- ***Personal hygiene***
- ***Goal setting***
- ***Parenting***

***PLEASE NOTE: This opportunity requires a dedicated individual. Volunteers would come in one night a week for six consecutive weeks.***

### **Everyday Practical Skills for Adults:**

- ***Obtaining a GED***
- ***Getting a driver's license***

### **Child Tutor/Preschool Programs:**

- ***Assist student in homework assignments***
- ***Develop and run educational programs for children in shelter and/or transitional house***

***PLEASE NOTE: This opportunity requires a motivated individual with experience in child care and child development. Volunteers may be requested to run a program for two nights a week, for three consecutive weeks.***

### **Child Care Provider:**

- *Provide child care to clients who have children so that they may attend life skills classes*

### **Handy Person:**

- *Assist with general maintenance and repairs*
- *Painting on an as-needed basis*
- *Organizing the storage shed*
- *Landscaping in the spring and summer around shelter grounds*

### **Transportation:**

- *Drive shelter residents to job interviews and medical appointments*

***Volunteers can donate their time in two ways:***

- *Specify a day and time that they can regularly provide transportation. This enables clients to schedule appointments accordingly.*
- *Be available on an “on call basis.” You will be contacted when a driver is needed.*

### **Shelter Committees:**

- *Program Development*
- *Long Range Planning*
- *Public Relations/Community Outreach*
- *Building and Facilities*

***These are just a sampling of the areas you may be interested in. Come and serve on one of these worthwhile committees!***

We hope this has been of assistance to you in identifying how you would most like to volunteer your valuable time to Fauquier Family Shelter Services. However, if you are interested in donating you time in an area not described in this packet, please contact the Shelter staff to discuss your idea. We are driven by the inspiration and dedication of our volunteers, and, in truth, could not function without them!

Whatever your interest or skills may be, there IS an opportunity for **you** to make a difference in the community through volunteer work at Fauquier Family Shelter Services.

Thank you for volunteering!

## VOLUNTEER INFORMATION

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

How did you find out about the shelter? \_\_\_\_\_ Email: \_\_\_\_\_

**Volunteer Opportunities (please check where you would like to help)**

|                                |                          |                        |                          |
|--------------------------------|--------------------------|------------------------|--------------------------|
| Special Events                 | <input type="checkbox"/> | Child Care Provider    | <input type="checkbox"/> |
| Administrative                 | <input type="checkbox"/> | Handy Person           | <input type="checkbox"/> |
| Fundraising                    | <input type="checkbox"/> | Transportation         | <input type="checkbox"/> |
| Program Activities             | <input type="checkbox"/> | Special Projects       | <input type="checkbox"/> |
| Tutoring Opportunities:        |                          | Shelter Committees     | <input type="checkbox"/> |
| Life Skills Classes            | <input type="checkbox"/> | Public Relations       | <input type="checkbox"/> |
| Practical Skills for Adults    | <input type="checkbox"/> | Other (please specify) | <input type="checkbox"/> |
| Child Tutor/Preschool Programs | <input type="checkbox"/> | _____                  |                          |

Do you have a special talent that you would like to share with Shelter families/children?  
(For example, music, art, sports, intervention, mediation, counseling)

Please explain: \_\_\_\_\_

—

**Please check available days:**

|           |                          |          |                          |
|-----------|--------------------------|----------|--------------------------|
| Sunday    | <input type="checkbox"/> | Thursday | <input type="checkbox"/> |
| Monday    | <input type="checkbox"/> | Friday   | <input type="checkbox"/> |
| Tuesday   | <input type="checkbox"/> | Saturday | <input type="checkbox"/> |
| Wednesday | <input type="checkbox"/> |          |                          |

**Please check available time:**

Morning       Afternoon       Evening

I would prefer:    Regular schedule     Flexible schedule     On call as needed

If you know of anyone that may be interested in volunteering for the Shelter, please have them give us a call.

***THANK YOU FOR YOUR TIME! We will be in touch with you shortly.***

Please complete this sheet, remove, and mail to the Shelter Office  
Fauquier Family Shelter Services, Inc.  
P. O. Box 3599  
Warrenton, VA 20188

If you prefer to hand-deliver it, we are located at 95 Keith Street, Warrenton, VA.