Open Door Exchange

Volunteer Information Sheet

**Thank you for volunteering with Open Door Exchange! Our ability to serve individuals and families in our community depends largely on volunteers like you.**

**Our Mission:** To rebuild hope for Long Islanders in need by helping to furnish their homes, a crucial step toward independence and a better future.

**Who we are:** A mission outreach program of the Setauket Presbyterian Church, we work in partnership with those we serve, our neighbors, and agencies across the Island. Open Door Exchange was originally inspired by a youth mission trip to a furniture bank in Maryland, officially launched in January 2015, and is operated entirely by volunteers. Learn more at www.opendoorexchange.org.

**What we do:** Through word-of-mouth, social service liaisons and media exposure, we collect a wide range of furnishings from dish sets to dressers to beds. Individuals and families in need of basic home furnishings can choose items to make their homes more comfortable and complete, without any cost. We serve those who have transitioned out of homeless shelters, have escaped domestic violence, are returning veterans, are victims of natural disasters, or who simply cannot afford the significant cost of furniture.

**Volunteer Guidelines**

* We depend on donations of gently used furniture (i.e., not torn, stained, mildewed, etc.) from our community, and this is the primary way that we interface with those who support our mission. Please be respectful and courteous to our generous donors at their homes and on their property.
* Safety first! Please work slowly to avoid injury to yourself, others, or furniture. Remember to lift items properly (with your knees, not your back), and to take breaks when you need them. Closed toe shoes are highly recommended. If the pick-up area is unsafe for any reason, including bad weather, please do not risk injury. A pick-up can always be rescheduled.
* We only accept furniture that is outside the home or easily accessible in a garage. Please do not enter a donor’s home to move furniture.
* We have the right to refuse furniture that is not in “dignity condition” (i.e., something you would put in your own home). It costs us money to dispose of furniture that is unusable.
* If a piece of furniture is disassembled or requires disassembly in order to move it, please use color-coded stickers to label all of the pieces. Place any screws or fasteners in a plastic bag, label it with the furniture to which it belongs, and tape it to the back of the furniture so as to avoid damaging the finish.
* All furniture must be properly secured in the pick-up vehicle before departure. Make use of blankets and cords as needed.
* Volunteers driving or riding in vehicles are expected to follow all traffic and safety regulations, including the use of seatbelts. Please use caution when backing up or moving vehicles, and be aware of your surroundings to avoid injury to others or damage to property.
* Please take care with both personal vehicles and Open Door Exchange vehicles.

I have read these statements and, by initialing below, I agree to adhere to these guidelines.

\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Initials Date

*Financial contributions of any amount will help Open Door Exchange expand services across Long Island. Donations can be sent to the Setauket Presbyterian Church, 5 Caroline Ave., Setauket, NY 11733.*

**Volunteer Waiver**

\_\_\_\_ I understand that volunteering with Open Door Exchange poses the risk of accident, injury, death, and property damage, and, therefore, volunteers are required to follow written and oral guidelines and instructions at all times. Volunteers may be asked to carry heavy items, work in areas with low vertical clearance, operate vehicles, and perform other tasks that can be considered dangerous. By signing this form, I verify that I understand that I am exposing myself or my child to accident, injury, death, and property damage through volunteering with Open Door Exchange.

\_\_\_\_ I understand that Open Door Exchange has a zero tolerance policy for drugs, alcohol, sexual harassment, criminal activity, and unprofessional communication while associated with the organization.

\_\_\_\_ I have read and initialed the volunteer information sheet.

\_\_\_\_ I agree that Open Door Exchange may take photographs of myself or my child and use these images to promote the purposes of Open Door Exchange with no compensation to me. (\_\_\_ Initial here if you would prefer NOT to have you or your child’s photograph taken.)

I shall at all times indemnify, defend, and save Open Door Exchange, Setauket Presbyterian Church, and its agents harmless from any and all damages, losses, claims, including claims and actions relating to injury to or death of any person or damage to property, demands, suits, recoveries, costs and expenses, court costs, attorney fees, and all other obligations by or to third parties, arising out of or resulting from participation in Open Door Exchange’s aforementioned activity, except in cases of gross negligence or intentional wrongdoing by Open Door Exchange or its agent.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Volunteer OR Parent/Legal Guardian if under 18 Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name of Volunteer and Parent/Legal Guardian if under 18

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

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

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did you hear about Open Door Exchange? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you belong to a faith community, please list the name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please check the line that corresponds to your age: \_\_ 5-12 \_\_13-17 \_\_ 18-25 \_\_ 26-49 \_\_ 50-64 \_\_ 65+

**In the event of an emergency, the following person should be contacted:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of contact (print) Relationship Phone

**Parental Consent (for volunteers under 18 unaccompanied by an adult):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has my permission to participate in this Open Door Exchange event.

Name of Volunteer (print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent/Legal Guardian Date