



**St. Louis Park Emergency Program**  
*Empowering Lives & Restoring Hope Since 1975*  
6812 West Lake St. St. Louis Park, MN 55426

**STEP VOLUNTEER GROUP APPLICATION:** PLEASE PRINT ALL INFORMATION.

*All groups must submit this application, as well as a signed Volunteer Group Expectations Form to be considered for a volunteer shift at STEP. Both forms must be submitted to STEP by the 5<sup>th</sup> to be considered for the following month.*

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**Group & Contact Information**

Name of Group: \_\_\_\_\_

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

Address of Group or Contact: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*Would you or your group be interested in receiving monthly update emails from STEP?*

Yes                  No                  *Email Address:* \_\_\_\_\_

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**Required Information**

Please describe your group: \_\_\_\_\_

Why is your group interested in volunteering at STEP? \_\_\_\_\_

Has your group worked with STEP in the past?      Yes                  No

If yes, how? \_\_\_\_\_

Are you doing a food, fund or clothing drive in conjunction with your volunteering? \_\_\_\_\_

Please describe the size of your group and the age-range of its members (*must meet STEP guidelines*):

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**Optional Information**

How did you find out about STEP? \_\_\_\_\_

Does your group contribute funds to charitable organizations? \_\_\_\_\_

## **Scheduling Information**

*Groups that have more flexibility will be more likely to be scheduled. Activities for volunteers at STEP during groups may be subject to change based on what is most needed at that time.*

### **We would like to volunteer for the following length of time:**

- 1 hour  
 1.5 hours  
 2 hours  
 Longer than 2 hours

### **We are available to volunteer during the following times:**

- Mondays  
 Tuesdays  
 Wednesdays  
 Thursdays  
 Fridays  
 Sundays (only afternoon shifts available—1pm to 2:30pm)
- Daytime Hours (8am to 4pm)  
 Early Evening Hours (4pm to 6:30pm)  
 Evening Hours (6:30pm to 8pm)  
 OTHER: \_\_\_\_\_

### **We are interested in an on-going (every other month) volunteer shift when available:**

- YES  
 NO

### **We are interested in the following activities when volunteering at STEP:**

Please circle all options that work for your group. If preferred, you can number by preference.

*ALL Volunteer Shifts do require some general cleaning & housekeeping activities in the area you volunteer in.*

<b>Food Shelf</b>	<b>Clothes Closet</b>	<b>Seasonal Programs</b>	<b>Special Skills/Talents</b>
Sorting, Stocking & Organizing Food	Sorting, Hanging & Organizing Clothing	Back to School (Aug.) Holiday (Nov.-Dec.) Empty Bowls (March)	

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## **Statement of Understanding**

**I verify that the information on this application is true, complete and correct, and I understand that if it is not this will result in disqualification of this group from volunteering at STEP. I verify that I have read the STEP group volunteer overview and that I understand and will follow the guidelines for groups volunteering at STEP. I verify that our group will agree to support STEP's mission of strengthening our community by responding to the basic emergency needs of individuals and families in St. Louis Park.**

Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### **FOR OFFICE USE ONLY:**

Volunteer Group Selected: \_\_\_\_\_ Date Received: \_\_\_\_\_  
Confirmed Volunteer Shift with Group Contact: \_\_\_\_\_ Volunteer Shift(s): \_\_\_\_\_  
Additional Follow-up: \_\_\_\_\_ Entered into Database: \_\_\_\_\_