



To benefit the Tucson Interfaith HIV / AIDS Network (TIHAN)

## TREASURES 2018 VOLUNTEER FORM

“Treasures for TIHAN” will take place on June 2, 2018 at the Marriott University Park Hotel (880 E Second Street). If you are interested in volunteering for any of the areas listed below, please complete this form and return it as soon as possible. You can email your completed form to [VolunteerCoordinator@tihan.org](mailto:VolunteerCoordinator@tihan.org), or you can mail/bring your completed form to 2660 N. 1<sup>st</sup> Avenue, Tucson, AZ, 85719.

To sign up online, please go to <https://dmgmt.wufoo.com/forms/mqqnljs01ienn2/>. Upon receipt of your completed form, we will contact you to confirm your volunteering. Thank you for volunteering your time!

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

Zip Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email Address \_\_\_\_\_

Name of group you are volunteering with: \_\_\_\_\_

Would you like to receive our quarterly newsletter?  Yes  No (If yes, please select:  Paper  Electronically)

Would you like to receive our monthly eNewsletter?  Yes  No

**Areas of interest** - Please check all areas that you are available to assist with.

\_\_\_\_\_ **RAFFLE TICKET SALES (both pre-event sales, as well as sales during the event)**

\_\_\_\_\_ **REQUESTING DONATIONS OF AUCTION ITEMS**

These requests can be made by phone, online, or by visiting local businesses. This volunteer position is from February 2018 through May 2018.

\_\_\_\_\_ **PICKING UP ITEM DONATIONS PREVIOUSLY COMMITTED**

This position requires the ability to travel to donating businesses, picking up donations and transporting them back to the TIHAN office (2660 N First Ave.)

**Please note: A valid driver’s license and proof of insurance is required for this volunteer position.**

\_\_\_\_\_ **AUCTION ITEM LOAD OUT (from TIHAN office to Hotel)**

Friday, June 1 – 4:30pm to 7:00pm (attire: jeans, tee shirt, tennis shoes)  
Meet at TIHAN office (2660 N. First Ave.)

**Please note: This requires carrying, lifting and moving items.**

\_\_\_\_\_ **ART WALL TRANSPORTATION AND SET-UP (from site to hotel)**

Friday, June 1 - 5:00pm to 7:00pm  
(attire: jeans, tee shirt, tennis shoes)  
Meet at: 6401 S 6<sup>th</sup> Avenue (Discount Storage) go to Hotel (880 E. 2<sup>nd</sup> St)

**Please note: This requires carrying, lifting and moving items.**

CONTINUED ON NEXT PAGE

\_\_\_\_\_ **EVENT SET UP – Marriott University Park Hotel**

Meet at Marriott University Park Hotel (880 E. Second Street)

\_\_\_\_\_ Shift 1: Saturday, June 2 - 9:00am to 12:30pm (attire: jeans, tee shirt, tennis shoes)

\_\_\_\_\_ Shift 2: Saturday, June 2 - 12:00pm to 3:00 pm

**Please note: This requires carrying, lifting and moving items.**

\_\_\_\_\_ **EVENT PHOTOGRAPHER - Marriott University Park Hotel**

Saturday, June 2 - 4:00pm to 10:00pm.

Take photos of event, volunteers, guests, auction items

**Please note: For this position, you must have a quality camera and share digital photos with TIHAN within one week of the event.**

\_\_\_\_\_ **EVENT NIGHT OPERATIONS - Marriott University Park Hotel**

Saturday, June 2 – two shifts available

**This position requires standing and moving all evening. Please note there are no event volunteer positions that involve sitting.** Attire for this position is resort casual clothes and comfortable shoes.

\_\_\_\_\_ First Shift: Saturday, June 2, 5:00pm-8:30pm, then after your shift, stay and enjoy the auction

5:00pm Check in for volunteers who were trained on May 22<sup>nd</sup> or 24<sup>th</sup>

5:00pm - 5:30pm Volunteer Dinner will be provided

5:30pm – 8:30pm Assigned volunteer position

\_\_\_\_\_ Second Shift: Saturday, June 2, 7:30pm-10:30pm, please feel free to come earlier and enjoy the auction before your volunteer shift.

7:30pm Check in for volunteers who were trained on May 22<sup>nd</sup> or 24<sup>th</sup>

7:30pm - 8:00pm Volunteer Dinner will be provided

8:00pm – 10:30pm Assigned volunteer position

\_\_\_\_\_ I would like to help both shifts (Saturday, June 2, 5:00pm to 10:30pm)

5:00pm Check in for volunteers who were trained on May 22<sup>nd</sup> or 24<sup>th</sup>

5:00pm - 5:30pm Volunteer Dinner will be provided

5:30pm – 10:30pm Assigned volunteer position

\_\_\_\_\_ I am available for EITHER Shift 1 or Shift 2. Please assign me wherever I am most needed!

**If interested in volunteering for OPERATIONS, you must attend a training session on either Tuesday, May 22<sup>nd</sup> or Thursday, May 24<sup>th</sup> from 5:30pm to 6:30pm at the Boys and Girls Club of Tucson (3155 E. Grant Road in Tucson)**

Please indicate your preferred training shift below:

\_\_\_\_\_ Tuesday, May 22<sup>nd</sup>, 5:30pm – 6:30pm \_\_\_\_\_ Thursday, May 24<sup>th</sup>, 5:30pm – 6:30pm

\_\_\_\_\_ **EVENT NIGHT LATE OPERATIONS – Marriott University Park Hotel**

Saturday, June 2 - 9:30pm to Midnight.

This position assists with Guest check out, load out items to truck, mark and package unsold items. Attire for this position is jeans, tee shirt and tennis shoes.

**Please note: This position requires carrying, lifting and moving items.**

\_\_\_\_\_ **LOADING ITEMS from Truck to TIHAN Storage and INVENTORYING ITEMS**

Sunday, June 3 - 10:00am to 12:30pm

This position entails unloading event items at Detail Management storage, unloading SOLD items at Detail Management office. Attire for this position is jeans, tee shirt, tennis shoes. Please meet at TIHAN Suite A.

**Please note: This position requires carrying, lifting and moving items.**

\_\_\_\_\_ **ART WALL REMOVAL AND TRANSPORTATION (from hotel to storage)**

Sunday, June 3 - 8:00am to 10:00am. Attire for this position is jeans, tee shirt and tennis shoes. Please meet at the Marriott (880 E. Second Street).

**Please note: This position requires carrying, lifting and moving items.**

# VOLUNTEER AGREEMENT

**MISSION:** We of the Tucson Interfaith HIV/AIDS Network offer our hearts and hands to provide compassionate and non-judgmental service to those affected by HIV/AIDS. Through education and support we, as individuals and faith communities, work to build bridges, reduce stigma and sustain hope.

## CODE OF CONDUCT while volunteering with TIHAN:

1. I will treat **all** people with dignity, respect, and courtesy. I will endeavor to be open to all people, especially those who may differ from me. Differences may include: HIV status, age, race, size, faith, gender expression, sexual orientation, citizenship status, religion, national origin, veteran status, marital status, physical or mental disability or perceived disability, and economic and cultural background. I will talk with my staff supervisor if I have questions, concerns, or difficulties with diversity issues.
2. I will not proselytize, nor participate in evangelical actions that promote any religion or religious belief while acting in a volunteer capacity for TIHAN. I understand that although TIHAN works with faith communities, not everyone associated with TIHAN is a member of a faith community, nor are they necessarily a person of faith. I am aware that methods of proselytizing may include but are not limited to: unsolicited offers to pray for someone or take them to my faith community, or providing religious materials or requesting them on someone else's behalf. If I am asked, however, I may respond to these requests. I will also be aware that statements such as "It's God's will," "You will get to see the pearly gates," "This is your test," "God wouldn't give you more than you can handle," etc. could be interpreted as proselytizing, so I will refrain from the use of these or any such inappropriate comments.
3. I will maintain strict confidentiality for all sensitive information I encounter at TIHAN. This includes names, addresses, phone numbers, personal information, HIV status, gender identity and sexual orientation. I will not engage in public conversations about visitors or callers while volunteering with TIHAN. I will not share information about callers, CarePartners, or volunteers with people outside TIHAN. I understand that some callers and visitors may not choose to share their HIV status, sexual orientation, or gender expression with others.
4. I will always perform my volunteer job to the best of my ability, and in accordance with the job description for my position.
5. I understand that I may not proactively solicit business (for my personal job or business) from CarePartners, volunteers, or others at TIHAN, but if I am asked specific questions I may offer myself as a resource.

## CERTIFICATION:

I certify that I have read, understand, and agree to abide by TIHAN's Code of Conduct. I understand that as a volunteer of TIHAN, if I breach these policies I may be subject to disciplinary action which can include, however is not limited to, the immediate termination of my relationship with the Tucson Interfaith HIV/AIDS Network.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*For the protection of our volunteers, CarePartners, and donors, TIHAN would like to know about criminal convictions. A conviction does not mean you cannot be accepted as a volunteer. Give us all the facts about what you were convicted of, how long ago, and so on. That will help us decide if you'll be a good fit for the volunteer position you seek.*

Have you ever been convicted of a felony?  Yes  No

If yes, please describe: \_\_\_\_\_

Have you been convicted of a misdemeanor within the last five years?  Yes  No

If yes, please describe: \_\_\_\_\_