

Volunteer Application Packet



Phone: 208-929-4029

Cell: 717-645-6478

Email: sam@gizmo-cda.org

**283 N Hubbard St Suite 142/ Hedlund Building
North Idaho College Campus
Coeur d'Alene, ID 83814**



Dear Volunteer Applicant,

Thank you for your interest in the Volunteer program at GIZMO-CDA . We are excited to get to know you and your heart for volunteering at Gizmo-CDA. Gizmo-CDA is non-profit makerspace It is a place where art, design, technology and tools are connected by the hands and minds of the people of this community. It's a place where creative play is done by everyone from K thru Gray. Tools you have always wanted are there to give birth to the ideas that you have always had!

GIZMO-CDA has been in the community since 2015 and relies on private donations and grants for its funding. The volunteer program is not only an active part of the success of our overall mission, but has and will continue to be the biggest asset our organization has. The gift of time and skills a person gives in volunteering are priceless. Our team is committed to discovering the best fit for each person as they seek to find where they are challenged, but comfortable in their service.

As you go through the contents of this packet you will find the volunteer application and information. Fill out all the paperwork and carefully review so that you have a clear idea of the vision and purpose of GIZMO-CDA. This will help you see if you are a good fit. If after thinking and reading you would like to continue in the process, simply return the forms. Once returned we will contact you and set up an interview. As soon as the process is complete, you will be contacted.

Thank you again. We look forward to seeing how Gizmo-CDA will grow through you!

Volunteer Service Department
Gizmo-CDA



GIZMO-CDA MISSION AND PURPOSE

Mission:

GIZMO's mission is empowering through doing, building creative confidence and curiosity through programs that give all people access to tools, technologies and mentors no matter their economic ability to participate.

Purpose:

Gizmo is Coeur d'Alene's non profit makerspace, a place where art, design, technology, and tools are connected by the hands and minds of the people in the community. Members can drop in during regular business hours to access resources or come during special hours to learn how to use a specific technology or build a new skill.

I agree to support Gizmo-CDA's mission and purpose:

Signed _____ Date _____

GIZMO-CDA

Information for a Successful Volunteer Experience

Here are some specific guidelines for you to follow:

Dress Like You Work Here The dress code at GIZMO is casual. The way staff and volunteers dress reflect their expertise, the types of equipment they are using or teaching on, and the services we provide. For your safety, please do not wear loose or hanging jewelry, rings or loose clothing near certain machines. Please do not wear items with generally offensive statements, slogans, or inappropriate language or images.

Attitude and Customer Service Please treat GIZMO staff, volunteers, members and guests politely. Greet everyone who walks in with welcome and respect and be eager to help with what they need. Make yourself visible and available to help even if you are working on your own project.

Confidentiality and Privacy As a Gizmo volunteer, you may have access to sensitive and private information regarding staff, volunteers and members. Please protect this information and do not share this information with others. Names, records, files, medical information, and personnel materials are confidential. Do not reference this confidential information unless specifically authorized by GIZMO staff.

Two Person Minimum Staffing GIZMO needs 2 staff and/or volunteers on site at all times. Because of this we ask volunteers to be on time so that the people they are replacing can leave. Volunteers can trade shifts if the trade has been approved by staff.

Schedule Changes We depend on you to contact us if your schedule changes or you cannot make it to your scheduled shift or program. We need to post online if a tool or program can't be offered. After two no shows, you will be removed from our volunteer list. The position you fill is very important to the operation of GIZMO-CDA. Your faithful commitment means we can count on you to accomplish work that has been specifically set aside for you. If something comes up and you cannot make it, please give us a call as soon as possible.

Thank you for your heart to serve as a volunteer at GIZMO-CDA!

*Our desire is to increase the number of committee
trained volunteers who take real ownership at GIZMO-CDA.*

YOUR VOLUNTEER STAFF PLACEMENT PROCESS

We take great pride in the quality of our volunteer staff and we are very careful in selecting them. The questions and answers below will take you step by step through our selection process. If you have any other questions we'll be happy to answer them.

How do I get an application?

They are only handed out at the volunteer orientation class.

What must I do after I have an application?

- Read and sign our *STATEMENTS*. This tells you about our mission, our goals, and our high standards and expectations of all who work here.
- Fill out *REQUEST FOR CRIMINAL HISTORY INFORMATION*. This form gives us the minimum requirements for qualification. This is a criminal background check and not a financial one. If you desire to volunteer at GIZMO-CDA you will need to have a nationwide background check. There is a \$15.00 fee. Please attach a check made out to GIZMO-CDA.
- Fill out *APPLICATION*: mail all above information to:
GIZMO-CDA
1000 W. Garden Ave
Coeur d'Alene, ID 83814

How long before I will be contacted?

- Your application will be reviewed as quickly as possible, but may take up 2 weeks, depending upon the number of volunteer applicants, and the returned results of background checks. Please be patient during this process. If you do not receive a call within a few weeks, please feel free to call the office for the status.

What are the steps in the volunteer hiring process?

- After we conduct background checks, you will be invited in for an interview with the Volunteer Services Coordinator to get to know you, go over your application, and help direct you to an area you may want to serve.
- Once an area is decided on, you will be invited back for another meeting with a staff person of the department you will be volunteering in. You will then work directly with that staff person or department head who will set up a schedule that will best accommodate you.
- Any additional training you may need will be provided by the staff.

Q. What if I decide this isn't for me after all?

- If you have already received application, then simply don't mail it back. If we have your application, then please give us a call, so we can pull your application from consideration.
- If you would like to wait to volunteer until some future date, then we will hold on to your application paperwork.

EXPECTATIONS FOR ALL VOLUNTEERS

We encourage all volunteers to feel creatively and intellectually engaged while they are here!

Time Requirements

General Volunteers and Tool Gizmologists are expected to work one 3 hour shift per week. Mentors' hours are set by the programs they are offering.

Training before Your First Day

- Volunteers are expected to attend one volunteer training meeting. These are offered the first monday of every month at 6:30PM at Gizmo.

All volunteers are expected to complete:

- basic safety training
- basic safety of minors training.

Tool Gizmologists and Mentors are required to complete station usage and station specific safety training at GIZMO before volunteering.

Two Person Minimum Staffing

GIZMO needs 2 staff and/or volunteers on site at all times. Because of this we ask volunteers to be on time so that the people they are replacing can leave. Volunteers can trade shifts if the trade has been approved by staff.

Schedule Changes

We depend on you to contact us if your schedule changes or you cannot make it to your scheduled shift or program. After two no shows, you will be removed from our volunteer list.

Wear Your ID

Volunteers are expected to wear their ID while at GIZMO.

Signing In and Out

Volunteers are expected to sign in and out for each of their shifts at the computer station provided and read any new notices posted at the beginning of their shift.

Attitude and Customer Service

Please treat GIZMO staff, volunteers, members and guests politely. Greet everyone who walks in with welcome and respect and be eager to help with what they need. Make yourself visible and available to help even if you are working on your own project.

Confidentiality and Privacy

As a Gizmo volunteer, you may have access to sensitive and private information regarding staff, volunteers and members. Please protect this information and do not share this information with others. Names, records, files, medical information, and personnel materials are confidential. Do not reference this confidential information unless specifically authorized by GIZMO staff.

Receiving Reduced membership for volunteering

Volunteers may receive a reduced membership after 2 months of volunteering and on a case-by-case basis.

Feedback

We hope you will give us regular feedback so we can implement policies and offer classes that better serve our volunteers and members.

Resignation

Please inform the volunteer coordinator if you leave your volunteer position. We appreciate your feedback at all times and ask that upon leaving, you complete our feedback evaluation form (similar to our quarterly evaluation form).

Signature _____ **Date** _____

A FEW EXAMPLES OF WAYS TO VOLUNTEER

Front Desk Manager

The front desk manager volunteers allow GIZMO to operate during all listed hours. The managers work in 2-4 hour shifts to help with staff GIZMO giving tours, answering the phone, organizing schedules, completing miscellaneous tasks, understanding Gizmo's website, etc.

Shop Stewards

Shop stewards oversee specific areas of Gizmo's makerspace during a 2-4 hour shift. This allows members to come in and learn to use machines and tools at a variety of times and ensures different areas of the makerspace are organized, cleaned and operated an efficient manner.

Mentors

Mentors share their skills, creativity and curiosity for classes varying from a couple hours to multiple days, and individual/group projects.

Special Event Assistants

Volunteers help coordinate and staff Gizmo community and fundraising events like Maker Faire, G2X and volunteer events.

PROGRAMS OR STATIONS AT GIZMO

The following programs or stations are currently offered at GIZMO:

Sewing | Needle Felting | Wet Felting | Quilting | Weaving | Textiles
Jewelry | Enameling | Leather Working | UV Printing |
CAD | Ceramics | First Lego League | First Robotics
Crazy 8's Math | Coding | Electronics | Engineering | G2X
Machine shop | Welding Shop | Woodshop | Virtual Reality | Laser Cutting

... and so much more!

Please let us know if you have an expertise in something new you would like to offer as either a Tool Gizmologist or Mentor.



GIZMO-CDA

~ Volunteer Application ~

Name		Date Attended Volunteer Orientation	
Street Address			
City		State	Zip Code
Email address:			
Home Phone Number ()	Business Phone Number ()	Cell Phone Number ()	

Personal Information

Education (check all that apply)

Date of Birth Month: _____ Day: _____ Year: _____ Spouse's Name (if applicable) _____ Children's Name _____ Age _____ Name _____ Age _____ Name _____ Age _____ Name _____ Age _____	<input type="checkbox"/> High School graduate <input type="checkbox"/> Undergraduate degree ~ Major _____ <input type="checkbox"/> Graduate degree ~ Discipline _____ <input type="checkbox"/> List any other education, formal or informal _____ _____
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Employment Information

I am:	<input type="checkbox"/> Employed	Occupation _____
	<input type="checkbox"/> Unemployed	Employer's Name (or School) _____
	<input type="checkbox"/> Retired	<input type="checkbox"/> My employer offers a time-off program for volunteers
	<input type="checkbox"/> Student	<input type="checkbox"/> School credit ~ Class
Subject/Major _____		
List other employment experiences _____		

Emergency Contact: In the event of an emergency please notify:

Name	Home Phone Number
Relationship	Business Phone Number

Medical Information

Do you have any medical conditions that would affect your ability to perform your volunteer duties, or that the Volunteer Services should be aware of? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain:

Preferences

General area in which I would prefer to serve Administration Shop Steward Shop maintenance Assistant Receptionist
 Education Assistant Fundraise Event Team Special Events Mentor General Volunteer Graphics
 Photographer/ Videographer Website/Blog writer Project Builder Class Facilitator Computer Programmer

Other: Please describe

How did you find out about our volunteer program?

Why would you like to be involved at GIZMO-CDA **AND**, if you know, what you would like to do as a volunteer:

Identify your three favorite ways of spending free time (e.g., Hobbies, interests, etc.)

Name three of your strengths:

Name three of your weaknesses:

List three events/accomplishments in your life that you have found fulfilling. *Examples:* 1) Took care of our horse for one summer when I was 10. 2) I manage a chain of grocery stores and have for many years. 3) I taught beginners art class to a group of sixth graders.

List any type of community work or other volunteer experience (e.g. with agency other non-profit, teaching classes,, etc) to include any involvement with GIZMO-CDA.

Reference: other than family

Name: _____ Phone: _____ Email: _____

I certify that the statements made in this volunteer application are true and correct and have been given voluntarily.

I understand that this information may be disclosed to any party with legal and proper interest, and I release the agency from any liability whatsoever for supplying such information.

I understand that I will not be paid for my services as a volunteer. I have received the agency's volunteer guidelines and I agree to abide by them.

**Please return completed application to: 283 N Hubbard St Suite 142/ Hedlund Building/
North Idaho College Campus/Coeur d' Alene/ ID /83814 or by mail:
Gizmo-CDA / Volunteer Services /1000 W Garden Ave/Coeur d' Alene, ID 83814**

Applicant's Signature: _____

Date: _____

‘Notice of Intent’ and ‘Authorization’ To Obtain an Investigative Consumer Report for Employment or Other Legitimate Permissible Purposes

The undersigned applicant/employee is hereby notified that **GIZMO-CDA** may obtain an investigative consumer report for employment purposes. Such report may include information as to character, general reputation, history of criminal convictions, employment, education, professional license, credit and/or driver’s record history. Applicant/employee acknowledges that he/she is herein informed of his/her right to request within a reasonable period of time after receiving this notice, a complete and accurate disclosure of the nature and scope of the investigation requested. Such disclosure will be mailed or otherwise delivered to applicant within five days from the date of the applicant/employee's request for disclosure or such report was first requested by employer, whichever is the later. Applicant/employee further authorizes the above named company to obtain an investigative consumer report for employment purposes at this time or anytime during the applicant/employee’s tenure with employer.

I _____ am currently a resident of the state of California, Oklahoma OR the state of Minnesota: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If yes , by state statute, I may receive a free copy of the report being prepared in association with this employment screening investigation and a copy of my corresponding rights as a consumer. These documents will be mailed to me at the address indicated on this authorization form within 24 hours of completion.

Please provide me a copy of my credit report as indicated above

Print Full Name: _____ **Male** **Female**

Former Name/Maiden Name (list all): _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Previous Address in past 7 years: _____

City: _____ **State:** _____ **Zip:** _____

Social Security Number: _____

Date of Birth: ____/____/____

(In order for factual information to be obtained & reported, your date of birth and social security number are requested. This information is used solely for verification purposes in compliance with the Fair Credit Reporting Act.)

Driver's License # (if applicable) _____ **State of Issue** _____

Signature: _____ **Date:** _____

NOTE: The above information and attached exhibits are presented to assist you in compliance with the revised federal Fair Credit Reporting Act. They represent our understanding and interpretation of the amendments which became effective September 30, 1997 and November 2, 1998. ACRAnet Incorporated does not intend for this information and the related attachments to be construed as legal advice. We urge all subscribers to review their procedures and documents with their respective legal counsel. *Please submit a \$15 processing fee, (cash or check, made payable to GIZMO-CDA) to cover the cost of the background check.*

**WAIVER OF ANY CLAIMS ASSOCIATED WITH
THE WORKSHOP OF GIZMO-CDA, INC.**

As a pre-condition to my participation in the workshop and training to be made available by GIZMO-CDA, Inc., an Idaho Non-Profit corporation, I willingly, and with full knowledge of the possible risks, sign and execute this waiver.

GIZMO-CDA, Inc. is making available to me tools and training using tools from many disciplines.

I have complete freedom of choice as to my involvement in the available tools and training.

I recognize that using the available tools could result in accidents, with or without fault, by me and/or by any supervisor or other person resulting in cuts, stabs, blindness, burns and/or internal or external physical or mental injury or damage. The tools made available by GIZMO-CDA, Inc. include band saws, table saws or chop saws, as well as activities including welding, cutting, soldering, kilns, and cooking.

I personally pledge to use all care and conduct to avoid any such accidents.

I hereby waive any and all claims that may arise in the future from any of the activities identified above which result in injury or damage to me. I recognize that persons who are not employees of GIZMO-CDA, Inc. but are volunteers in the workshop may be involved with or near me in that workshop and may be engaged in some workshop activity that results, with or without fault in injury or damage to me. I waive any claims against such persons.

I hereby waive any and all claims of any nature whatsoever whether from a cause identified above or otherwise.

PARTICIPANT

Name

Address

Phone #

Print

Signed this _____ day of _____, _____.

Signature

WAIVER BY MINOR

As of this date _____ is a minor under the age of 18. Said minor and one of his/her parents or guardians sign and agree to the Waiver of Any Claims.

Dated this _____ day of _____, _____.

Parent/Guardian

**CONSENT TO USE OF PHOTOGRAPHS,
VIDEOS AND INTERVIEWS**

I understand that GIZMO-CDA, Inc. in the course of its operation will be taking photographs and/or creating videos and/or having interviews as part of its process in schooling and training

I hereby consent to having my photograph taken or included with others or taken as part of the video and I further consent to being interviewed.

I consent to the use by GIZMO-CDA, Inc. of any such photograph, video or interview for any purpose at any time.

Dated this _____ day of _____, 20__.

Name

Address

Phone No./or email