

## Procedure for Volunteer inquiries for Volunteers

Please return to: [kkeith@zephyrpoint.org](mailto:kkeith@zephyrpoint.org)

REQUIRED for EVERY YEAR – EVEN returning Volunteers & Groups.

1. Every Volunteer/Group MUST email a [letter of inquiry](#) (To ask to volunteer, with details including Group name, Leader Contact information, group size, dates requested) Please see attached Example of Volunteer Letter of Inquiry.
2. Every Volunteer/Group will receive an [acceptance letter or email](#) back **IF** they have been authorized to come volunteer. After you have been approved we can book your facilities & meals on a space as available basis. Details on housing and meal fees & discounts for each volunteer type/group are available. Please see attached sheet.
3. If a group is Volunteering, then the [Leader](#) will need to fill-out and email back a [Volunteer Application](#) EVERY YEAR & fill-out and email back a Group Volunteer Participant Sheet at least 2 weeks prior to arrival. Please see attached **Volunteer Application & Group Volunteer Participant Sheet**.
4. If the Volunteer will be working with any [Zephyr Point Youth](#) (other than youth they bring in their own group) They will be required to have a [Background check](#). (This is mostly associated with the Program Department & Kelli does all the Background checks for Program)
5. All Volunteers (or group leaders) need to fill out a [Volunteer Time Sheet](#) and have their department Supervisor initial it before they depart. Then it needs to be given to Katie or for Intern Volunteers to the program Department (Kelli).

# Volunteer Housing & Meal Guidelines

The policies stated below are for working volunteers only.

## **Day-use Volunteers: If NO housing is needed**

1. Lunch is provided free of charge for volunteers on the day they are working.
  - a. If Zephyr Point dining hall is already serving Lunch, volunteers will need to go to lunch between 12:00 – 12:30
  - b. If no Lunch is being served in the dining hall then Lunch will be provided **for groups of 10+ only** free of charge but the group Leader will be responsible to get a Lunch count to their supervisor by 9am.
  - c. Workday = 7 hours 8:30am – 4:30pm (1 hour for Lunch)
  - d. **10% Discount** at Zephyr Point Gift Shop (On-site only) & **10% Discount** at Cabin 28 Coffee Shop.

## **Short Term Volunteers: 1-4 work days Housing needed**

1. Incoming night Housing is provided Free of charge
2. 1 work day = 1 night of free housing (Housing is chosen by Zephyr Point and on a space -as-available basis.)
3. Workday = 7 hours 8:30am – 4:30pm (1 hour for Lunch)
4. Groups of 15 or more get free use of an appointed conference room (If space is available)
5. **10% Discount** at Zephyr Point Gift Shop (On-site only) & **10% Discount** at Cabin 28 Coffee Shop.
6. Use of Zephyr Point Beach

### **Optional Meal Purchase Policy**

7. Volunteers have the **option to purchase meals** at the standard rate - If meals are being served in one of Zephyr Point's dining halls. (volunteers will need to go to lunch between 12:00 – 12:30)
  - a. If **NO** meals are being served, then the Volunteer will be responsible for their own meals.

## **Long Term Volunteer: 5+ work days Housing needed**

1. Incoming night Housing is provided Free of charge
2. 1 work day = 1 night of free lodging (Housing is chosen by Zephyr Point and on a space -as-available basis.)
3. 2 days off after 5 work days & no charge for 2 nights of housing (On a space as available basis)
4. Workday = 7 hours 8:30am – 4:30pm (1 hour for Lunch)
  - a. For Special Events or Projects your supervisor will let you know if there are any schedule changes.
5. Groups of 15 or more get free use of an appointed conference room (If space is available)
6. **20% Discount** at Zephyr Point Gift Shop (On-site only) & **20% Discount** at Cabin 28 Coffee Shop.
7. Use of Zephyr Point Beach

### **Meal Policy**

8. Volunteer Groups have the **option to purchase meals** at the standard rate - **If meals are being served** in one of Zephyr Point's dining halls. (volunteers will need to go to lunch between 12:00 – 12:30)
  - a. If **NO** meals are being served, then the Volunteer group will be responsible for their own meals.
  - b. **FOR INDIVIDUAL Volunteers & COUPLES ONLY (who work 5+ days)** - If meals are being served onsite then they are allowed to eat free of charge in the dining hall. If no meals are being served they will be responsible for their own meals.

# Volunteer Application

Thank you for your interest in volunteering with Zephyr Point. The following information will help us make sure you have a good volunteer experience.



## Contact Information

First Name:		Last Name:		
Street Address		City:	State:	Zip:
Mailing Address		City:	State:	Zip:
Home Phone				
Cell Phone				
E-Mail Address				

## Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, ministry, or through other activities, including hobbies or sports. If you are retired, what type of job did you do previously?

## Previous Volunteer Experience

Summarize your previous volunteer experience. Have you volunteered here at Zephyr Point before? If you have a reference we can contact regarding your volunteer experience, please provide a name & phone number.

## Tell us about your faith

Please tell us about your faith. Do you have a church affiliation? If you have a reference we can contact regarding your faith, please provide a name & phone number.

## Availability

What type of volunteer experience are you looking for?    \_\_\_ One Time    OR    \_\_\_ On Going  
\_\_\_ Day        \_\_\_ Weekend        \_\_\_ Week of Longer

## Volunteer

How are you looking to volunteer?

- Single  Couple (Spouse's Name: \_\_\_\_\_)
- Family (Other family members names: \_\_\_\_\_ age \_\_\_\_; \_\_\_\_\_ age \_\_\_\_; \_\_\_\_\_ age \_\_\_\_)
- Church/Youth Group (Name of Church): \_\_\_\_\_
- Other Group (Name of Group): \_\_\_\_\_  Estimated number of people in group \_\_\_\_\_

## Interests

Tell us which areas you are interested in volunteering. Please check ALL that apply.

- Grounds  Office / Administration
- Maintenance  Children / Youth Programs (Will require a background check)
- Housekeeping  Adult Programs
- Bear Necessities Store / Coffee Shop  Fundraising / Banquets / Events

## Health Insurance

Do you have health Insurance? (An answer of no will not disqualify you.)

No  Yes - If yes, Please provide Carrier Name & Policy # : \_\_\_\_\_

## Health Restrictions

Do you have any health restrictions? (Note: This will not disqualify you from volunteering; it just allows us to use you in volunteering opportunities that better suit you.)

## Person to Notify in Case of Emergency

Name			
Street Address	City:	State:	Zip:
Home/Cell Phone			
E-Mail Address			

## Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

I agree to receive email communication with updates about the Zephyr Point and other volunteering opportunities.

I agree to allow Zephyr Point run a background check at their discretion. (This will be required if volunteer will be helping with the children / youth programs.)

Signature	
Date	

**Thank you again for completing this application form and for your interest in volunteering with us.**

## Zephyr Point Presbyterian Conference Center

Attn: Development P.O. Box 289 Zephyr Cove, NV 89448 or Email: [kkeith@zephyrpoint.org](mailto:kkeith@zephyrpoint.org)

Ph. 775.588.6759 ext.105 – [www.zephyrpoint.org](http://www.zephyrpoint.org)

## Group Volunteer Participant Sheet

<b>Church/Organization</b>	
<b>Event</b>	
<b>Date</b>	
<b>Total # in Group</b>	
<b>Group leader Full Name</b>	
<b>Group Leader Email</b>	
<b>Group Leader Phone #</b>	

Please highlight any guest in your group who will **NOT** be volunteering.

## Participant List

#	First Name	Last Name	Age	T-Shirt Size	Email for participants 18+ yrs old
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
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24					
25					

#	First Name	Last Name	Age	T-Shirt Size	Email for participants 18+ yrs old
26					
27					
28					
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55					

(Group Leader) First Name Last Name  
(Group/Church Name)  
Mailing Address City, State Zip  
Group Leader's Phone # & E-mail

Date:

Bedford Holmes  
Executive Director

Dear Bedford,

I/We (or Group Name) are interested in opportunities that may be available to volunteer at Zephyr Point.

Note any previous volunteering experience at Zephyr Point or how you came to know about the volunteer opportunity.

Volunteer dates requested, Approx. # of participants in group (# of volunteers & Ages of all participants – (example Adults, College 18-30yr, Highschool 13-18yr) If your group wants to bring youth that are under 13years old you must request permission & give # and age of youth)

If overnight, request for housing (what nights) OR if Day Use Volunteer Group meal count. Any other details you can share about your group..

I understand prior to participating in each volunteering opportunity I will need to receive an acceptance letter or email.

Thank you for your consideration.

Sincerely,

*Group Leader's Signature*

**PLEASE EMAIL YOUR LETTER TO [kkeith@zephyrpoint.org](mailto:kkeith@zephyrpoint.org)**