



## Volunteer Survey

Hi! Thank you so much for contacting us about volunteer opportunities. If HAND has positively affected you, giving back can be a powerful way to remember your own lost little one(s). Seeking volunteer opportunities can be a little overwhelming, so we've put together this survey for you to familiarize yourself with the types of opportunities HAND has available, and also for HAND to learn about your favorite ways to give back. Please rank each line so we can match as best as possible your most preferred positions with our current open needs, as some positions may not be available at the moment. Please email the completed form to [volunteer@handonline.org](mailto:volunteer@handonline.org), and someone will call you shortly to discuss.

Please provide us with your background information:

<b>Name:</b>		<b>Address:</b>	
<b>Phone Number(s):</b>		<b>Email:</b>	
<b>Grief History:</b>			

Please indicate how interested you are in the following positions:

Position / Description	No	Probably Not	Maybe	Probably	Yes!
<b>Event Volunteer</b> Assist with various needs of HAND events such as Service of Remembrance and Craft Night by brainstorming, running to stores, preparing crafts, setting up, cleaning up	1	2	3	4	5
<b>Event Coordinator</b> Organize and lead one or more HAND events such as Service of Remembrance and Craft Night by planning, coordinating, and tracking event activities and volunteers; call in to most monthly HAND board and volunteer meetings	1	2	3	4	5
<b>Phone Volunteer</b> Return phone calls within 24-48 hours to grieving parents or medical professionals to talk with them about their situation, answer questions they have about HAND, and invite them to HAND grief meetings; additional languages a plus; HAND recommends that this position is best suited for a parent at least one year beyond their loss	1	2	3	4	5
<b>Phone Coordinator</b> Retrieve voicemails from HAND mailbox, transcribe them in email, forward them to phone volunteers, and maintain the phone log; also, ensure adequate phone volunteers exist; call in to most monthly HAND board and volunteer meetings	1	2	3	4	5
<b>Grief Meeting Facilitator</b> Lead or co-lead a monthly or twice-monthly regional (Los Gatos, Alameda / Contra-Costa, or Central Valley) grief meeting by listening to grieving parents, getting them to talk with other grieving parents in the meeting, and sharing your own grief story; call in to most monthly HAND board and volunteer meetings; HAND recommends that this position is best suited for a parent at least one year beyond their loss	1	2	3	4	5



Position / Description	No	Probably Not	Maybe	Probably	Yes!
<b>Subsequent Pregnancy Meeting Facilitator</b> Lead or co-lead a regional monthly subsequent pregnancy meeting by listening to subsequent pregnancy parents, getting them to talk with other subsequent pregnancy parents in the meeting, and sharing your own subsequent pregnancy story; call in to most monthly HAND board and volunteer meetings; HAND recommends that this position is best suited for a parent at least one year beyond their loss	1	2	3	4	5
<b>Social Media Coordinator</b> Post weekly HAND meeting information (regional grief, subsequent, or volunteer / board meetings) to our Facebook page; find and post grief-related material to attract and retain followers; monitor Facebook page for appropriate posts; maintain and report Facebook page statistics to the board; call in to most monthly HAND board and volunteer meetings	1	2	3	4	5
<b>Professional Outreach Volunteer</b> Visit local hospitals to provide HAND literature and talk with staff about our services; HAND recommends that this position is best suited for a parent at least one year beyond their loss	1	2	3	4	5
<b>Professional Outreach Coordinator</b> Visit local hospitals to provide HAND literature and talk with staff about our services; in-service hospitals regarding handling when a baby dies; call in to most monthly HAND board and volunteer meetings; HAND recommends that this position is best suited for a parent at least one year beyond their loss	1	2	3	4	5
<b>Parent Outreach Volunteer</b> Find ways to reach out to new parents and engage existing HAND parents by visiting places of worship, grief centers, local counselors, moms groups, and the like; HAND recommends that this position is best suited for a parent at least one year beyond their loss	1	2	3	4	5
<b>Mailing Volunteer</b> Mail HAND materials to parents, medical professionals, and other grief organizations as requested; coordinate with storage locker volunteer to acquire needed materials; ship packages at the post office; coordinate with database volunteer regarding requester contact information	1	2	3	4	5
<b>Storage Locker Volunteer</b> Retrieve materials from storage locker as requested by other HAND volunteers; maintain physical organization of HAND storage locker; alert board of directors to low inventory situations; physical exertion required	1	2	3	4	5



Position / Description	No	Probably Not	Maybe	Probably	Yes!
<b>Database Volunteer</b> Maintain HAND information database by adding or updating parent and professional contacts from phone calls, donations, HAND events, and grief / subsequent meetings; provide exports of data for HAND events; maintain good records and general data clean-up as needed	1	2	3	4	5
<b>Volunteer Coordinator</b> Contact potential volunteers and help place them in a volunteer position that fits with HAND's needs and their skills and desires	1	2	3	4	5
<b>Graphic Designer Volunteer</b> Design invitations for HAND events; update HAND literature as needed; order and receive literature from printers, and deliver to storage locker	1	2	3	4	5
<b>Secretary (Officer)</b> Maintain all HAND federal, state, and financial legal documents; send donation letters to donors; coordinate and write HAND annual letter; record and distribute monthly board minutes; call in to monthly HAND board and volunteer meetings; HAND recommends that this position is best suited for a parent at least one year beyond their loss and has already served HAND in some capacity for at least one year	1	2	3	4	5
<b>Treasurer (Officer)</b> Record and deposit, if needed, all HAND accounts receivable; record and pay all HAND accounts payable; create and maintain annual HAND budget; write and report quarterly Income Statement, Balance Sheet, and Cash Flow performance to the board; maintain HAND's account registers; call in to monthly HAND board and volunteer meetings; HAND recommends that this position is best suited for a parent at least one year beyond their loss and has already served HAND in some capacity for at least one year	1	2	3	4	5
<b>President (Officer)</b> Lead all aspects of HAND's day-to-day business, ensure HAND has adequate staff for sufficient operation, handle legal aspects of HAND's existence, lead all monthly board / volunteer meetings; HAND recommends that this position is best suited for a parent at least one year beyond their loss and has already served HAND in some capacity for at least one year	1	2	3	4	5