



## Masonic Homes of California

Hello,

*Thank you for your interest in volunteering at the Masonic Home! We are pleased that you would like to offer your time and talents to assist our residents and support our staff. We have many opportunities for our amazing volunteers to give back and help out!!*

*We have different procedures for teen and adults who wish to volunteer. If you have any questions or concerns about our selection process for potential volunteers, please contact me. We trust that you understand the necessity of careful screening.*

### Adults (18 & over):

#### **Interview**

*All adults come in for a brief interview, (30 to 45 minutes) with Jean Hamilton or me. You will complete your application and all necessary paperwork at this appointment. **Please note that we are a fragrance free facility; please do not wear lotions, perfume or scented shampoos while on grounds.***

*Please call for an appointment 510-429-6486 or 510-429-6469. At this time we talk about your interests and availability. We also chat about the opportunities that are available. If all is agreeable we explain the fingerprinting process which we pay for, and T.B. Test, which is at your expense. We will take your picture at this time also. It usually takes 7 to 10 working days to get your fingerprints cleared. (Please note that this process sometimes takes longer. This process is not under our control but the Department of Justice). After your fingerprints clear, we will contact you to come in for a 2 ½ hour orientation.*

#### **Orientation**

*You must bring all completed paperwork with you when you come for orientation. Please double check and make sure you have:*

- *A copy that we can keep of your clear T.B. Test*
- *The paper "filled out" with all your car information*
- *Your paperwork from having your fingerprints done*

*At orientation you will sign up for the areas and times to volunteer.*

**Teens :**

*You can call us to get an application e-mailed or mailed to you.*

*All candidates must have a clean recent TB Test (within the last 6 months). Please bring the doctor's note with you to the orientation. When these things are completed and you talk to your parents, you will call our office to schedule an orientation date with Jean...(510)429-6486*

*A parent MUST accompany you for the 2 ½ hour orientation. Please do not bring siblings to your orientation.*

**Please note that you must bring to orientation:**

- *Your application filled out*
- *A copy that we can keep of your clear T.B. Test*
- *The paper "filled out" with all your car information, if you are driving.*
- *And of course, a parent.*

*All volunteers are required to volunteer a minimum of 40 hours per year; of course, you are welcome to do more hours if you wish.*

*Again, thank you for your interest...we look forward to hearing from you soon!*

*Sincerely,*

***Carlene Voss***

*Volunteer & Community Resource Program Manager*

*Masonic Homes of California*

[\*cvoss@mhcuc.org\*](mailto:cvoss@mhcuc.org)

*(510) 429-6469*

## DIRECTIONS TO INTERVIEW / ORIENTATION APPOINTMENT

PLEASE ARRIVE ATLEAST 30 MINUTES PRIOR TO YOUR APPOINTMENT.

TELL THE GUARD YOU ARE HERE FOR THE VOLUNTEER ORIENTATION or INTERVIEW. ASK FOR A MAP.

WEEKDAYS - PLEASE PARK ON THE LOWER PARKING LOT (on the left, just past the guards' station). CALL THE PEOPLE MOVER @ 386-5655 AND ASK TO BE TAKEN TO 3<sup>RD</sup> ADAMS PARKING LOT.

WEEKENDS - YOU MAY DRIVE UP THE HILL AND PARK IN THE HOMES' PARKING LOT.(VISITOR OR STAFF SPOTS ONLY) DRIVE UP THE HILL TO THE FIRST STOP SIGN. MAKE A LEFT (Towards Masonic Home)GO STRAIGHT UP THE HILL. THE 2<sup>ND</sup> RIGHT HAND TURN WILL SAY 'ADAMS AND SIMINOFF'. TURN RIGHT AND PARK IN ANY OF THE SPOTS MENTIONED ABOVE. IF PARKING IS A PROBLEM YOU CAN PARK IN THE UPPER PARKING LOT (closer to the hills) OR PARK IN THE LOWER ADMINISTRATION BUILDING PARKING LOT.

ENTER THE ADAMS BUILDING ( Right next to the parking lot - 3 story building) THROUGH THE AUTOMATIC DOUBLE DOORS.TAKE THE ELEVATOR UP TO THE 4<sup>TH</sup> FLOOR. PUSH HANDICAP BUTTON AND DOOR SHOULD OPEN FOR YOU. WE ARE LOCATED ACROSS FROM THE NURSES STATION HALF WAY DOWN THE HALLWAY.

*Please DO NOT park in the reserved Residents' spots.*

CARLENE VOSS : 510.429.6469 / 510.429.6486

# VEHICLE SECURITY TAG PERMIT AUTHORIZATION

To ensure the security of our staff and residents, all staff members, contract providers, Volunteers, and Residents are required to display a vehicle security tag on the rear-view mirror or placed in a location, which is visible to the Security and Masonic Homes staff. The following information is required for any vehicle parked on Masonic Homes' property.

NAME	DEPARTMENT / APT. NO.
------	-----------------------

CAR LICENSE PLATE NUMBER	YEAR	MAKE	MODEL	COLOR

## VEHICLE SECURITY TAG PERMIT ACKNOWLEDGEMENT

While I am a Masonic Homes Union City:

Employee  
  Contractor  
  Resident  
  Volunteer  
  Intern

I understand that I am required to display this security tag permit according to the Security/Safety guidelines. The security permit authorizes access to the Facility and parking privileges. Should I misplace or lose the security tag permit, I am required to contact the Facility Services Department immediately. A new Security Tag permit will be issued at a cost of \$5.00 per tag.

Failure to present this Security Tag permit at the gate will result in a security check, which will delay my entrance to the Facility. Flagrant violation of the security and parking restrictions may result in verbal or written disciplinary action.

I acknowledge receipt of:

**Security Tag Permit Number :** \_\_\_\_\_

\_\_\_\_\_ *Signature*

\_\_\_\_\_ *Date*

<b>H</b>	<b><u>TERMINATION OF ACCESS TO FACILITY &amp; PARKING PRIVILEGES</u></b>	<b>H</b>
<b>R</b>	I have returned all Masonic Homes property, including my vehicle security	<b>R</b>
<b>O</b>	tag permit number _____	<b>O</b>
<b>N</b>	_____	<b>N</b>
<b>L</b>	_____	<b>L</b>
<b>Y</b>	<i>Signature</i>	<i>Date</i>



**FRAGRANCE**

**Attention: We are a fragrance free facility!**

**Please avoid using perfumes, body lotion, cologne, strong smelling sprays, and shampoos as they can trigger people's allergies!**

**Thank you for being so considerate of others!**