



Sierra Nevada Memorial  
Hospital Foundation



SIERRA NEVADA MEMORIAL  
HOSPITAL FOUNDATION

40 YEARS OF CARING. 40 YEARS OF GIVING.

## 2024 VOLUNTEER INFORMATION

We are honored by the generous participation of our volunteers who, through their time, talent, leadership, commitment and passion, enable us to better serve the healthcare needs of our community.

All information in this form will remain confidential and is for internal use only. This form is required by the SNMHF insurance providers for each volunteer at each event or project.

Name/Last		First		Date:	
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(Use legal name)

Address		Apt. #	
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City		State		Zip	
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Home Phone	( )	Work Phone	( )	Cell Phone	( )
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Date of Birth		Physical Limitations	
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Email Address:	
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How did you hear about SNMHF? Why are you interested in volunteering with us?

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**VOLUNTEER EXPERIENCE (optional)**

Interests, Skills, Hobbies	
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Clubs, Organizations you belong to	
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Have you volunteered before?	Yes		No		Organization(s)	
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Describe the work	
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Your availability:

Hours/week: \_\_\_\_\_

In Case of Emergency Contact

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**I WOULD LIKE TO VOLUNTEER IN THE FOLLOWING AREAS /ACTIVITIES I AM INTERESTED IN (SEE ATTACHED FOR DETAILED VOLUNTEER DESCRIPTIONS)**

**Events**

- \_\_\_ Event committee chairs
- \_\_\_ Event committee member
- \_\_\_ Starry, Starry Nights

- \_\_\_ Martinis and a Movie
- \_\_\_ SNMHF Golf Tournament
- \_\_\_ Barbara Schmidt Millar Women's Triathlon and 5K

**Volunteer Assignments for Events**

- \_\_\_ Event decor: construction, lighting, sewing, etc.
- \_\_\_ Soliciting event sponsorships
- \_\_\_ Event set-up
- \_\_\_ Event clean-up

- \_\_\_ Event food/beverage serving/plating
- \_\_\_ Event Bartending
- \_\_\_ Procure donated items for silent auctions and raffles
- \_\_\_ Event silent auction and raffle assistance

**Other SNMH Foundation volunteer needs**

- \_\_\_ Comfort Cuisine
- \_\_\_ Office assistance
- \_\_\_ Mailings: stuffing, sealing, stamping, etc.
- \_\_\_ Hand address invitations, cards

- \_\_\_ Create beaded Cancer Center bracelets
- \_\_\_ Share the Sprit Wellness Garden
- \_\_\_ Please contact me on **ALL** volunteer opportunities.

**\*Please note: There is no need to reply to our notices unless you are able to help for that particular activity.**

**DRIVING INFORMATION**

Are you able to use your automobile if the volunteer position requires one? Y/N/NA \_\_\_ (If you indicated "Y", please fill out the section below and include a copy of your valid driver license and proof of insurance along with this application.

Insurance Carrier		Policy #	
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Driver License #		State of Issue		Exp. Date	
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**As a volunteer, I will immediately notify SNMHF if my driver license is restricted, suspended, revoked or expired.**

Signature of Applicant		Date	
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SNMH Foundation  
ATTN: Rebecca Miller  
rebecca.miller902@dignityhealth.org  
PO Box 1810, Grass Valley, CA 95945  
(530) 477-9700; (530) 477-9300 (FAX)





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## **SNMH Foundation Volunteer Descriptions**

### **Event Committee Chairs:**

If you are looking for more than an occasional volunteer opportunity, chairing an event may be perfect for you. Event chairs lead committee meetings and help steer the planning and implementation of a specific SNMHF fundraising event. Each event team includes a SNMHF staff lead, and a staff logistics coordinator to work with the event chair and committee.

Commitment: Varies, but generally includes a one hour monthly meeting, email, phone, and in person coordination between meetings, and additional hours immediately prior to and the day of the event.

### **Event Committee Member:**

While each of the SNMHF fundraising events are managed slightly differently, event committee members participate in the planning and implementation of a specific event. In some cases, members may be in charge of a specific area of work such as decorations, raffles, table set up, bars, etc. Commitment: Time commitments vary, but generally include a one hour monthly meeting, coordination between meetings, and additional hours immediately prior to and the day of the event.

### **Martinis & A Movie:**

Held at the beautiful and historic Del Oro Theater, this fun-filled movie night utilizes volunteers to help with check-in, distribution of snacks, bartending, set-up and clean-up. Commitment: A few hours on the evening of the event.

### **SNMHF Golf Tournament:**

Held on the first Monday in June, volunteers get to enjoy the beautiful outdoor setting at Lake Wildwood Country Club. Tasks include: setting up the raffle/auction, stuffing and handing out t-bags, registration, selling raffle tickets, monitoring holes and contests, providing breaks to volunteers, serving food, and more. Commitment: Several hours on the day of the event.

### **Starry, Starry Nights:**

This is our premier, signature event of the year. 2024 will be the first year it has been held since the pandemic. Committee members participate in the planning, sponsorships, selling tables and



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reservations, creative direction, volunteer recruitment, event design, set-up, and tear-down of the event. Commitment: Monthly meetings, research and planning time, 2-3 days before, day of and day after the event.

### **Descriptions of Volunteer Assignments for Events:**

#### **Event Decorations; Construction, Lighting, Sewing, etc.**

Talented people are needed for a variety of things such as putting together decorations, floral arrangements, sewing items, setting lighting, and assisting with small construction projects. These tasks are often done in advance of the event. Volunteers at the event help to put out decorations and flowers, get lighting and sets in place, deliver equipment where needed, put out signage, etc. Commitment: The amount of time varies. For those helping in advance, it may be a few hours a couple of times prior to the event. For those helping at the event, usually a few hours on the day of the event.

#### **Soliciting Event Sponsorships:**

Working in collaboration with SNMHF staff, committee members contact potential businesses and individuals to discuss sponsorship opportunities for the event. Commitment: Several hours over a number of days as you are available. Generally done a few months prior to the event.

#### **Event Set-Up:**

This varies per event, but may include set-up of tables and chairs, setting up bars, inventorying items, setting tables, etc. Triathlon set-up includes helping to mark the route, set-up of the transition area and the start and finish lines, managing food and coffee booths, etc. Commitment: Varies, but usually a half-day.

#### **Post Event Clean-Up:**

Volunteers help organize items to return to storage, assist with inventory, take down tables/chairs, clean up the event area, etc. Commitment: Half-day.

#### **Event Food/Beverage Serving/Plating:**

Volunteers are utilized at various functions such as receptions, programs, educational sessions, etc. Assistance is needed to help set-up food and beverage areas, serve refreshments, etc.



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Commitment: Arrive at the venue at designated time prior to the event and continue until serving is completed. Typically about 4 hours.

**Procure donated items for silent auctions and raffles:**

Volunteers are a great source of help in contacting businesses/individuals to request donated items, gift certificates, etc. Commitment: Several hours over a number of days as you are available.

**Event silent auction and raffle assistance:**

Volunteers help pick up and deliver raffle items to the event site. They also help set-up displays. Commitment: Varies, usually a few hours over a couple of weeks.

**Other SNMH Foundation Volunteer Needs:**

**Comfort Cuisine:**

Under the leadership of a Comfort Cuisine Coordinator, volunteers prepare tasty, nutritious, on-the-go frozen meals for cancer patients and their families at a local commercial kitchen. Volunteers help with one or more of the following: prep food, cook entree, package entree, and transport meals to the SNMH Cancer Center freezer. Potential volunteers are asked to interview with the Comfort Cuisine Coordinator. Commitment: four hours, one day per month

**Office Assistance:**

For those seeking an ongoing commitment, SNMHF office volunteers help with a variety of tasks depending on their interest and skill level. These volunteers help with daily office work, computer input, small projects, and more. Potential volunteers are asked to meet with the SNMHF Executive Director prior to starting. Commitment: Four hours per week at the SNMHF office.

**Mailings (stuffing, sealing, stamping, etc.)**

These projects occur at various times throughout the year. The work sometimes occurs at the SNMHF office, but can often be done at home. Volunteers are asked to pick up and return supplies. SNMHF staff will contact you when help is needed. Commitment: Typically 3 – 4 hours.



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**Hand address invitations, cards:** If you have nice handwriting, these projects occur several times a year and is generally done at home. Volunteers are asked to pick-up and return supplies. Commitment: Typically 3 – 4 hours.

**Create Beaded Cancer Center Bracelets:** These beautiful bracelets are crafted by volunteers and sold to support our local cancer center. This is a great volunteer job for those that like to have something to work on at home. Instruction is available for those needing training. Volunteers are asked to pick up supplies and return the bracelets to the office. As inventory runs low, staff will contact you for your availability. Commitment: Typically 3-4 hours.

*Updated January 2024*