

VOLUNTEER INFORMATION BOOK



*Catholic
Charities*

EASTERN WASHINGTON

JOIN US IN...

RESPONDING IN CRISIS
STABILIZING LIVES
ADVOCATING HOPE

FOR OVER 70,000 PEOPLE THROUGHOUT EASTERN WASHINGTON



VOLUNTEER WITH US

Catholic Charities knows that partnering with the greater community is the best approach for addressing the most pressing challenges Eastern Washington faces. We rely on volunteers to support many of our programs and to share the work of providing hope and stability to our neighbors.

We believe community challenges require a community response. We have created unique opportunities for individuals, groups, businesses, schools, students and retirees to work with us in affirming the dignity of our most vulnerable neighbors.

Thank you for considering Catholic Charities Eastern Washington as your volunteer site. We would be honored to have your time and talent! We hope this booklet will answer any questions and help you discern where your gifts can most help our patrons, clients and programs. We offer short term, long-term and one-time service opportunities. We have volunteer opportunities in 15 programs throughout Eastern Washington so there is something for everyone!

CONTENTS

IN THIS BOOK YOU WILL FIND INFORMATION ON

- Our History, Philosophy and Services
- Ways to Get Involved with our Mission
- Donation Drive Information
- Volunteer Programs and Opportunities for:
 - Individuals
 - Youth
 - Retirees
 - Families
 - Internships
 - Service Learning
 - Church Groups
 - Corporate Service
- How to Apply to Volunteer





WHAT WE DO



we transform lives by

RESPONDING TO CRISIS

to ease the suffering of individuals and families who have been affected by disaster, who are experiencing homelessness or who are healing from trauma or addiction.

STABILIZING LIVES

by providing affordable apartments to the elderly, people living with disabilities and those who have experienced homelessness; helping with household chores and transportation to allow the elderly and people living with disabilities to remain in their homes; and providing free produce and farmers market vouchers so children and low-income seniors have access to healthy food.



ADVOCATING IN HOPE

to help people make progress in their own lives. We provide services that assist parents and children, migrants and people living with mental illness to live out more completely their identities as people made in the image and likeness of God.





OUR HISTORY

Since 1912, Catholic Charities has affirmed the dignity of every person, partnering with parishes and the greater community to serve and advocate for those who are vulnerable, bringing stability and hope to people throughout Eastern Washington.

Rooted in this mission, our legacy of service to our most vulnerable neighbors, regardless of religious affiliation, continually builds a foundation of stability, health and hope.

As a Catholic organization, we promote the life and dignity of all persons at all stages of life.

We herald Christ's love for all by engaging each person respectfully and compassionately. We accompany them with dignity and love on their individual journey through poverty, addiction and illness.

Responding to Christ's love, we envision a community where children born into poverty can thrive as adults, where all people live with the dignity of a roof over their heads and where the voiceless can speak and be heard.

We collaborate with partners in business, government, church and nonprofit fields to solve community problems. We pioneer innovative programs to inspire action and hope among our clients. At all times, we commit steadfastly to the dignity of every person at all stages of life.



OUR MISSION

Catholic Charities affirms the
dignity *of every person,*

partnering

WITH PARISHES AND THE GREATER COMMUNITY

to **serve** and **advocate**

for those who are

vulnerable,

bringing

stability and **hope**

to people throughout Eastern Washington.





SERVICE LOCATIONS SPOKANE, WASHINGTON





WHERE WE WORK



Catholic Charities
EASTERN WASHINGTON

B&HGD>R



Catholic Charities Walla Walla



Childbirth & Parenting Assistance (CAPA)/PREPARES



Christmas Bureau



Counseling



Emergency Assistance



Family Housing



Food For All



House of Charity



Housing Stabilization



Immigration Legal Services



Parish Social Ministry



Regional Offices



Rising Strong



St. Anne's Children & Family Center



St. Margaret's Shelter



Senior Housing

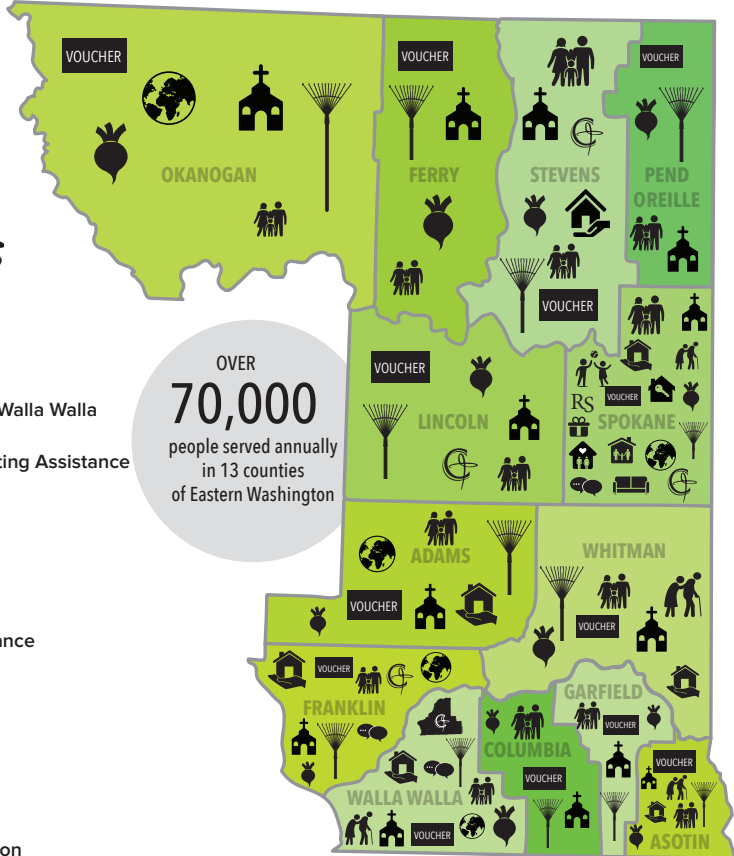


Senior Services/Volunteer Chore



Walla Walla Loft Center

OVER
70,000
people served annually
in 13 counties
of Eastern Washington



OUR MISSION

Catholic Charities affirms the dignity of every person, partnering with parishes and the greater community to serve and advocate for those who are vulnerable, bringing stability and hope to people throughout Eastern Washington.

www.cceasternwa.org

STREET ADDRESS

12 East 5th Avenue, Spokane, WA 99202

MAILING ADDRESS

P.O. Box 2253, Spokane, WA 99210-2253

PHONE

(509) 358-4250 or (800) 831-1209



OUR PROGRAMS

Disaster Relief

Disaster Relief provides residents of communities affected by natural disasters in Eastern Washington with access to case management, financial assistance and material support through an on-site case manager.

Emergency Assistance

Emergency Assistance provides residents of communities throughout Eastern Washington with access to assistance with basic needs, from groceries and gas to utilities and rent, through a network of parish and community partners.

House of Charity

House of Charity provides emergency shelter and services to individuals experiencing homelessness while preserving their individual dignity. House of Charity provides meals, case management and shelter to an underserved population of homeless men and women in any condition.

Rising Strong

Rising Strong provides residential services that allow families to stay together while they begin to recover from addiction, heal from trauma and rebuild their lives. Rising Strong offers holistic, family-centered drug treatment and housing to families at risk of entry to foster care.

St. Margaret's Shelter

St. Margaret's Shelter provides transitional shelter to promote positive life changes in a supportive, short-term environment. Families experiencing homelessness can enter this emergency and transitional shelter and access case management to regain and stabilize housing.

Catholic Housing Communities

Catholic Housing Communities is at the forefront of efforts to transform lives and communities by housing all people. Catholic Housing Communities provides affordable housing, including wraparound services to help residents thrive, to low-income seniors, veterans, people living with disabilities, farmworkers and chronically homeless individuals and families.

Food For All

Food For All provides healthy, locally grown food to children and residents who are low-income and/or elderly. Food For All works with community partners, early childhood education centers and farmers markets to develop infrastructure that helps vulnerable residents access local fresh fruit and vegetables.

Housing Stabilization

Housing Stabilization helps households stabilize their housing, income or substance use. Housing Stabilization empowers individuals and families to achieve their own goals for stability by providing supported housing, supported employment and opioid peer support services.

Senior Services

Senior Services helps low-income clients who are elderly and/or living with disabilities live in their own homes longer. Senior Services helps clients build bonds of friendship with volunteers, who drive them to appointments and shopping trips and help them with basic household chores.



CAPA/PREPARES

CAPA/PREPARES provides an environment where parents can build loving bonds with their kids to prepare them for a healthy future. CAPA/PREPARES offers mentorship, resources and groups and classes to expecting and parenting individuals and families with children aged 5 and under.

Christmas Bureau

Catholic Charities coordinates the Christmas Bureau, an annual holiday assistance program, with Volunteers of America and The Spokesman-Review. The Christmas Bureau provides toys, books and grocery store vouchers for thousands of low-income individuals and families.

Counseling

Counseling provides high-quality behavioral health services that affirm the power of all people to change on their unique journey to wellness. Counseling uses evidence-based practices to provide support, reduce suffering and build resiliency for all persons regardless of ability to pay.

Counseling offers discounted fees for persons who qualify and will not deny services based on a person's race, color, sex, age, national origin, disability status, religion, veteran status, gender identity or sexual orientation.

Immigration Legal Services

Immigration Legal Services provides legal services that help families reunify and integrate into our community. Immigration Legal Services offers consultations, representation and assistance to documented and undocumented immigrants of all nationalities, ethnicities and religions.

Parish Social Ministry

Parish Social Ministry empowers parishes, schools and community groups to connect with, advocate for and stand in solidarity with vulnerable community members. Rooted in Catholic Social Teaching, Parish Social Ministry coordinates emergency assistance, disaster relief services and local grant funding to address individual needs and systemic issues of injustice.

St. Anne's Children & Family Center

St. Anne's Children & Family Center provides high-quality early learning opportunities and experiences for children aged 1 month through 6 years. As a participant in the Washington State Early Achievers program, St. Anne's is committed to meeting and exceeding all quality and educational standards for our center and for each child we serve.

Catholic Charities Walla Walla

Catholic Charities Walla Walla provides services to respond in crisis, stabilize lives and advocate in hope in the southern counties of Eastern Washington. Catholic Charities Walla Walla serves as a regional office of Catholic Charities Eastern Washington.



LET'S GET STARTED

LEARN ABOUT
CATHOLIC CHARITIES
EASTERN WASHINGTON

1

DISCERN WHERE YOU WANT TO VOLUNTEER

2

RECEIVE YOUR
VOLUNTEER PLACEMENT

3

4

FILL OUT YOUR APPLICATION ONLINE

5

COMPLETE YOUR ORIENTATION

6

START SHARING YOUR GIFTS



Want a tour or an informational meeting before you commit? Just call us at (509) 358-4270





GOALS FOR OUR VOLUNTEERS

- We want our volunteers to feel connected to our Mission and the work we do as an agency. Volunteers will understand how our core values of Respect, Collaboration, Justice and Compassion are integral to our mission and service to others.
- Our volunteers will understand the dynamics and challenges of the work we do for the poor and vulnerable in our community. We serve ALL people regardless of race, ethnicity, faith, etc.,
- Volunteers will know the value of their time. Volunteers save our agency \$3 million dollars a year by contributing over 170,000 hours of service in support of 70,000 people in our community. Each program will help volunteers to quantify the difference they make through dollars saved, lives improved, persons fed, babies diapered, etc.
- Volunteers will understand the culture of our programs/sites: how to treat patrons, resources for clients, what to wear, hours of operation, flow chart of workforce, who to go to for help/assistance, etc.
- Each volunteer will read and understand our Code of Conduct and our confidentiality expectations to ensure that all our clients are treated with dignity and respect.
- Volunteers will know any safety policies and procedures for their volunteer site. The safety of our staff, clients, and volunteers is essential to the successful execution of our work.



HOW ARE YOU CALLED TO SERVE?

Catholic Charities has many programs and serves a variety of clients at multiple locations. Our goal is to place volunteers where their gifts, skills and time can do the most good. Please consider the following questions then peruse our program information in the next few pages and let us know where you feel called to serve:



WHAT CAUSES ARE MOST IMPORTANT TO YOU?

- Supporting families and children to live healthy and stable lives
- Assisting senior and disabled adults to thrive in their homes and lives
- Supporting food security for children, families and seniors
- Feeding and supporting the homeless
- Helping families and individuals transition out of homelessness
- Supporting early childhood development
- Providing happy holidays to families and individuals in need
- Assisting with yard, facility and home maintenance for our clients
- Supporting our agency with fundraising or administrative support
- Assisting with donations sorting and delivery to our clients



HOW MUCH TIME TO YOU HAVE TO VOLUNTEER?

One Time	Weekly
Bi-Weekly	Monthly
3-6 Months	Nine months to a year
On-call or as needed	Indefinitely

What part of town do you live in? Do you want to volunteer near where you live?

Are you comfortable volunteering on your own or would you like to create or join a service group?

Over the next pages you can learn more about the types of volunteer opportunities each of our programs offer, who our programs serve and when volunteer shifts are available.





WHERE DO WE NEED YOUR HELP?

		Christmas Bureau	CAPA/PREPARES	Food For All	House of Charity	Housing Units	Rising Strong	Senior Service	St. Anne's	St. Margaret's	Main Office
Organizing Donation Drives											
Holiday Assistance											
Sorting Donations											
Spring/Fall Yard Cleaning											
Cooking/Serving Meals											
Providing Child Supervision											
Bundling Diapers											
Building & Grounds Maintenance											
Gardening											
Raking Leaves for Seniors											
Socializing with Patrons											
Teaching Life Skills											
Event Support											
Office Assistance											
Driving Clients for Appointments											
Help with Game Nights											
Delivering Food											



VOLUNTEER OPPORTUNITIES

AVAILABLE DURING

MON-THUR
9AM - 5 PM

FRIDAYS &
WEEKENDS

EVENINGS

Christmas Bureau
CAPA/PREPARES
Food For All
House of Charity
Housing Units
Rising Strong
Senior Service
St. Anne's
St. Margaret's
Main Office

VOLUNTEERS NEEDED

INDIVIDUAL
VOLUNTEERS

FAMILIES &
CHILDREN

SCHOOL &
YOUTH GROUPS

BUSINESSES
& CLUBS

THAT SUPPORT

SENIORS/DISABLED
CLIENTS

CHILDREN &
FAMILIES

HOMELESS

FOOD SECURITY



ARE YOU READY TO APPLY TO VOLUNTEER?
GO ONLINE AT WWW.CCEASTERNWA.ORG/APPLYNOW





IT'S TIME TO ENGAGE AT EVERY STAGE

GIVE & RECEIVE CLUB VOLUNTEERING
AT HOUSE OF CHARITY

It's never TOO EARLY
or TOO LATE
to START
VOLUNTEERING!

Come on your own...
Bring a group...
Or join one of our service clubs



YOUTH SERVICE CREW

Catholic Charities newest youth initiative is a program called the “Youth Service Crew”. It is a youth volunteer group (ages 14-18) that gives students valuable service opportunities in numerous Catholic Charities programs. There is a six hour service requirement over the course of the school year, however, we encourage students to give as much of their time as they choose. This is a wonderful opportunity for students to see first-hand what Catholic Charities does as an organization, become familiar with the programs and staff, and determine whether they would like to apply the following year for the Catholic Charities Junior Board. (Students must volunteer on the Youth Service Crew a minimum of one year before they are able to apply to the Catholic Charities Junior Board).

To learn more about our youth programs,
please contact us at volunteer@cceasternwa.org
or go to www.cceasternwa.org/youth-volunteer

JUNIOR BOARD

Our Junior Board is open to Juniors and Seniors in high school interested in participating in service and leading youth-oriented service projects. Board participation is by application and requires one year of participation in our Youth Service Crew.

Please note: Youth groups under age 12 are not allowed to serve at House of Charity or St. Anne's Children & Family Center.



JUNIOR BOARD





STUDENT ENGAGED LEARNING

We value the role community engaged learning experiences contribute to personal and professional development.

SERVICE LEARNING

Service Learning Students need to complete our online volunteer application in order to be considered.

www.cceasternwa.org/applynow

- Photocopies of state issued identification and the social security number of the applicant must be supplied for the required background check.
- We require 20 hours/term for service learning which must be completed within two weeks before the term ends. (This may be more than your professor requires, but it is the minimum needed to volunteer with Catholic Charities Eastern Washington.) Please get started early in the term and don't put off your hours until the last minute, or we may not be able to approve all your service hours.
- We ask that all service learning students provide a copy of their course learning objectives to their on-site supervisor at the beginning of the term so we can be a true partner in your learning process.
- You will need to provide your own transportation to and from the volunteer site. Consider finding a friend to volunteer with so you can carpool.
- Please try to stick with your agreed upon volunteer schedule. If you need to miss your scheduled time, please give your volunteer site coordinator at least 24 hours notice.
- Check with your volunteer site coordinator on attire, where to park, and work expectations – your site orientation is a good time to do this.
- Remember that volunteering is like a job. We would love to serve as a reference for you in the future, but that means we expect you to approach your volunteering in a professional manner. If we sign your service learning contract we expect you to fulfill your obligations in a reliable fashion.



INTERSHIPS AND PRACTICUM PLACEMENTS

- We have limited slots for internships/practicums so please contact us well in advance of your anticipated start date. Many of our programs host interns and practicum students, but not every semester or quarter so most slots are filled on a first come, first served basis.
- In order to be considered, you will be asked to fill out a questionnaire about your program requirements and be available for an interview. Please allow at least three weeks to complete this part of the process.
- Email volunteer@cceasternwa.org to receive the internship/practicum questionnaire.
- You will need to provide a copy of any expectations, requirements, learning contracts or paperwork involved with your internship at or before your interview.
- If you are selected for an internship or practicum, you will need to complete our online volunteer application at least two weeks prior to your start date.

The application can be found at: www.cceasternwa.org/applynow

- Photocopies of state issued identification and the social security number of the applicant must be supplied for the required background check.



CAPA/PREPARES Volunteers





GIVE & RECEIVE

VOLUNTEER RETIREMENT CLUB



Are you retired?

Looking for a way to serve?

In need of community?

Catholic Charities recognizes the experience and perspective retirees bring with them, and hopes to provide a volunteer experience that honors their special gifts and talents. We host a volunteer club aimed at engaging retirees in meaningful service. The program, called the Give and Receive Club, will offer members the opportunity to serve at each of our 10 local service sites throughout the year. The goal is that each member will find a permanent volunteer placement in one of Catholic Charities' programs. This unique club will foster community for its members as they serve alongside each other and partake in shared experiences such as Mass, coffee klatches, and reflection sharing about their volunteer experiences. Members will have an opportunity to learn how our agency supports the needs of our community in a comprehensive fashion.

To learn more about our Give and Receive Club, please contact Karen Orlando at (509) 459-6169 or Karen.Orlando@cceasternwa.org.



Volunteers from Providence/St. Joseph Network

VOLUNTEER WITH YOUR GROUP

We love hosting groups for service days. Please consider bringing your school, club, youth group, family, college club/fraternity, civic group, business or book club to serve with us.

Check out our group service project online at www.cceasterlnwa.org/group-volunteer or call (509) 358-4270



OTHER WAYS TO SUPPORT THE WORK OF CATHOLIC CHARITIES

Bring a group of volunteers

Make a bequest
or a memorial gift

Follow us on social media

Become a

Partner in Hope

with a monthly gift

CALL (509) 455-3042 or visit
www.cceasternwa.org

Commit to the future
with a gift to the

**Catholic Charities
Foundation**

CALL (509) 459-6174

Ask your employer for a

Charitable Matching Form

If offered, your gift to us grows.

Designate Catholic Charities
Eastern Washington through your
WORKPLACE GIVING payroll
deduction program

- United WayComplete Donor
Option Form

ATTEND OR SPONSOR AN EVENT



**DONATE GENTLY USED
ITEMS OR HOST A
DONATION DRIVE.**



MAKE A FINANCIAL GIFT



**PRAY OR
ADVOCATE**



CORPORATE GIVING OPPORTUNITIES

Host a
donation
drive.



WE'D LOVE YOUR GENTLY USED HOUSEHOLD AND CLOTHING ITEMS

St. Margaret's, (101 E Hartson) and our main office (12 E 5th Avenue), accept in-kind donations during normal business hours. Our clients and patrons can always use toiletries, socks, towels, diapers, and small household items such as pots and pans, coffee pots, plates, cups, etc.



WORKPLACE GIVING

Please designate Catholic Charities Eastern Washington on your donor pledge form through the United Way Corporate Workplace Giving Campaign. Call United Way at (509) 838-6581 to request a form.



BRING YOUR OFFICE OR COMPANY TO VOLUNTEER AT ONE OF OUR PROGRAMS.



YOU'RE INVITED !

Please consider attending or being a sponsor at a Catholic Charities event

For more information or to register, please go to www.cceasternwa.org/events



CONSIDER A CHARITABLE MATCHING GIFT

Ask your employer for a Charitable Matching form. Your generosity will go that much farther for Catholic Charities Eastern Washington.

Thank you!

Questions? Email Stacie Eckert at stacie.eckert@cceasternwa.org or call (509) 459-6174.



BECOME A PARTNER IN HOPE WITH A MONTHLY GIFT

Many of our donors choose to donate on a monthly basis. If you would like to set up an automatic credit card donation, please call (509) 455-3042.

DESIGNATE US IN A RETAIL SHOPPERS PROGRAM

It's a simple way to help just by shopping! We are grateful for community-minded retailers that offer programs that allow you to give when you shop. Please designate Catholic Charities Eastern Washington as the recipient of their gift.

amazonsmile
You shop. Amazon gives.

Fred Meyer
community rewards
Where shopping & giving unite



OUR PROGRAMS AND CLIENTS NEED YOUR HELP!

Please consider donating new and gently used items that are in constant demand at our programs

Coffee Cups
Towels
Socks
Blankets
School Supplies

Diapers
Clothing
Personal Hygiene Items
Toilet Paper
Art Supplies

Non-Perishable Food Items
Warm Outerwear
Cleaning Supplies
Sheet Sets
Shampoo/Conditioner

IT'S AS EASY AS



*Or you can drop off your donations between
7am-5pm, Monday through Thursday, to the receptionist at the
Catholic Charities Family Services, 12 E 5th Spokane, WA.
Donations will be dispersed to programs to share with clients in need.*

www.cceasternwa.org (509) 358-4250

DONATION CALENDAR

JANUARY



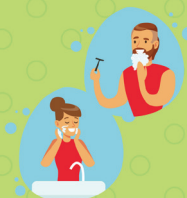
Please help us provide our clients with bedding (sheets, blankets, comforters, and pillowcases), pillows, towels (kitchen and bath), and sleeping bags.

FEBRUARY



Please help us provide services to our clients by donating maintenance items such as cleaning supplies, large plastic yard bags, gardening gloves, rakes, and gardening tools.

MARCH



Please help us provide our clients with personal hygiene items such as body wash/soap, laundry soap, shampoo/conditioner, disposable razors, deodorant, pads/tampons, toothpaste, toothbrushes, baby wipes, hand sanitizer, adult incontinence products, tissues, toilet paper, etc.

APRIL



Please help us ensure food stability for our clients by donating nonperishable foods, healthy snacks, and cookbooks.

MAY



Please help us provide our programs with summer items such as sunscreen, flip-flops, swim diapers, children's swimsuits and sunglasses.

JUNE



Please help us provide our smallest clients with baby items such as strollers, pack and plays, swings, high chairs, boppy pillows, etc., pull-ups, swim diapers, and diapers—especially in sizes 4, 5, and 6.

JULY



Please help us get ready for back-to-school by donating backpacks, arts and crafts supplies, children's scissors, kinetic sand, play dough, dry erase markers, glue, construction paper, and any other school supplies.

AUGUST



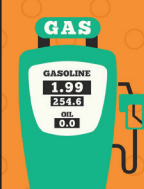
Please help us provide our clients with new or gently used clothing for women, men, and children, including jackets, shoes, socks, and underwear/bras. We will gladly take summer items and distribute them when needed.

SEPTEMBER



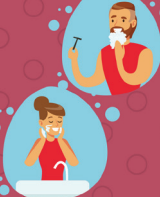
Please help us provide our clients with cold-weather necessities like winter coats and jackets, hats, mittens/gloves, scarves, long underwear, socks, and boots (men's, women's, and children's needed).

OCTOBER



Please help us provide our clients with bus passes and gas cards. Transportation is crucial to maintaining their independence and dignity.

NOVEMBER



Please help us provide our clients with personal hygiene items such as body wash/soap, laundry soap, shampoo/conditioner, disposable razors, deodorant, pads/tampons, toothpaste, toothbrushes, baby wipes, hand sanitizer, adult incontinence products, tissues, toilet paper, etc.

DECEMBER



Please help us provide our clients with kitchen items such as: pots and pans, crockpots, cooking utensils, measuring cups and spoons, bakeware, aprons, hot pads, flatware, etc.



CONNECT WITH US



Catholic Charities Eastern WA



@cc_easternwa



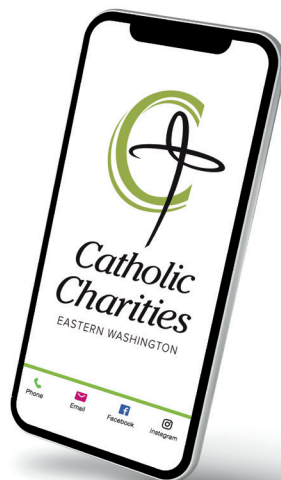
@cc_easternwa



Catholic Charities Eastern WA



Catholic Charities Eastern WA



EVERYBODY can be GREAT...

because ANYBODY

CAN SERVE.

YOU DON'T HAVE TO HAVE A COLLEGE DEGREE TO SERVE.
YOU DON'T HAVE TO MAKE YOUR SUBJECT AND VERB AGREE TO SERVE.

You only need a **HEART** full of **GRACE**.
A soul generated by love.

— Martin Luther King, Jr.



IT IS EASY TO BECOME A VOLUNTEER



STEP 1

CHECK OUT OUR PROGRAMS AND SERVICES
ON OUR WEB PAGE

CCEASTERNWA.ORG



STEP 2

LEARN WHAT PROGRAMS NEED VOLUNTEER HELP
THROUGH THE VOLUNTEER TAB

WWW.CCEASTERNWA.ORG/VOLUNTEER



STEP 3

DECIDE WHERE YOUR GIFTS AND SKILLS
CAN HELP THE MOST



STEP 4

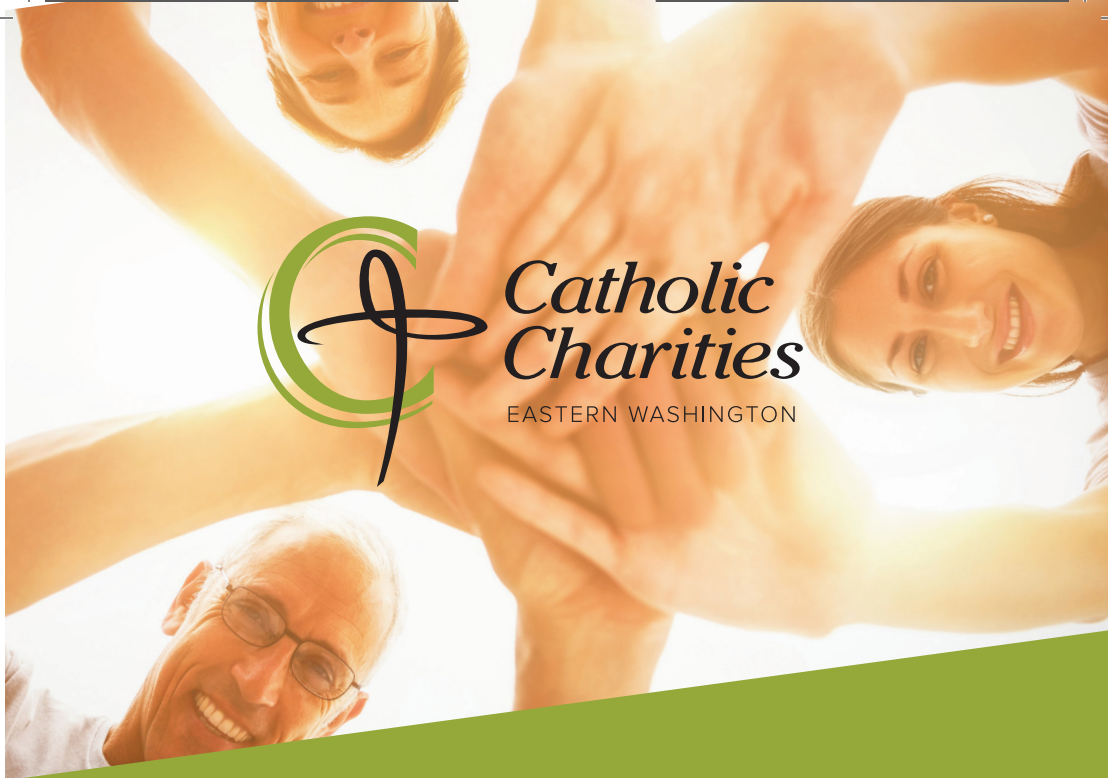
FILL OUT OUR VOLUNTEER APPLICATION
WWW.CCEASTERNWA.ORG/APPLYNOW

OR CALL (509) 358-4270 TO SCHEDULE A
ATTEND INFORMATIN SESSION OR ATTEND A TOUR



STEP 5

ONCE YOUR VOLUNTEER APPLICAITON IS
PROCESSED (10-14 DAYS), YOU WILL BE INVITED
TO AN ORIENTATION WHERE YOU CAN SET UP
YOUR VOLUNTEER SCHEDULE.



*Catholic
Charities*

EASTERN WASHINGTON

MAKE A DIFFERENCE IN THE WORLD.

VOLUNTEER WITH CATHOLIC CHARITIES TODAY!

For more information please contact

VOLUNTEER SERVICES OFFICE

PHONE: (509) 358-4270

EMAIL: volunteer@cceasternwa.org

WEBSITE: www.cceasternwa.org/volunteer

