

# VOLUNTEERING GUIDEBOOK

For Psychology/Sociology Students



Written and Compiled by Friends of Friendmobile

Belle Alcasid, Erika DeJonghe, Rebecah Hernandez,  
Natalhy Hinojosa, Erica Law, Jessica Lange,  
Donna Love, Veronica Navarette,  
Jaime Onate, Nigel Orozco, Welly Rosaline

**AbilityFirst**

Website: <http://www.abilityfirst.org/programs/volunteer.aspx>

Phone number (909) 621-4727

480 S. Indian Hill Blvd.

Claremont, CA 91711

Contact: Erick Vasquez

This organization has services for children and adults ages 3 to 22 with disabilities. The main volunteering opportunities take place during their after school program which meets from 2-6 M-F. Volunteers are welcome to come and help out staff for as much or as little time as they choose. Additionally, one can volunteer in the various weekend recreation activities that take place on Friday nights and Saturdays.

Volunteers work in the programs under the supervision of AbilityFirst staff. They may provide one-on-one assistance to children or adults, encouraging participation, keeping activities going, and having fun! Volunteers are also essential to staging the many events and fundraising activities that take place at the centers. And, they help keep the facilities running smoothly by performing a variety of important office tasks.

**QUALIFICATIONS:**

- TB clearance (within last 12 months)
- Commitment to AbilityFirst Mission
- Willingness to commit to hours assigned
- Willingness to follow staff directives
- Adherence to all AbilityFirst policies and procedures, including but not limited to, infection control, illness and injury prevention, sexual harassment, safety, dress code
- Experience working with children or adults with special needs preferred.

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**Angeles Volunteer Association**

[www.angelesvolunteers.org](http://www.angelesvolunteers.org)

“The Angeles Volunteer Association (AVA) is a public service organization dedicated to the preservation and care of the Angeles National Forest. Our volunteers assist the U.S. Forest Service in its efforts to maintain forest resources and to provide visitors with opportunities to enjoy outdoor activities, such as camping, picnicking, hiking and fishing. We are a California 501(c) (3) nonprofit corporation.”

- Training is provided and no amount of training time is specified.

To find out more information about becoming a volunteer, email at [information@angelesvolunteers.org](mailto:information@angelesvolunteers.org)

### **ARCHES- Cal Poly Pomona, CA**

Website: <http://dsa.csupomona.edu/drc/arches/>

Phone Number (909) 869-2686

ARCHES is an academic retention program for students with disabilities at Cal Poly Pomona. This is an internship that provides development and learning in counseling, listening skills, organizational and time management, and learning strategies. At the end of the internship, there will be potential for employment as a Peer Advisor.

- Background check and/or TB Test is required
- Requirements- Junior or Senior standing, Psychology or Sociology major.
- Training Requirements- 4-5 hrs. per week. Meet on Fridays from 1-3pm.

Time Commitment- Two quarters (must be enrolled in classes during the internship).

Applications are available on campus, Bldg. 1, room 214.

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### **CASA – Court Appointed Special Advocates for Children**

Website: [www.casaforchildren.org](http://www.casaforchildren.org) (Click on Volunteering & enter zip code to find program closest to you)

Phone: Number for corresponding location will be given after Volunteer Inquiry Form is filled out.

National office: (800) 628-3233, ext. 253.

CASA is the only volunteer organization that empowers everyday citizens as officers of the court. CASA helps abused and neglected children find safe, permanent homes. Appointed by judges, CASA volunteers typically handle one case at a time – and commit to staying on that case until the child is placed in a safe, permanent home.

- Background check required
- Training Requirements – 30-hour training course

Time Commitment – Average time commitment to a case is approximately 10 hours per month. Volunteers are asked to stay with a case until it is closed, a year and a half on average.

Applications – fill out volunteer inquiry form and information will be emailed to you.

**CASA COLINA CENTERS FOR REHABILITATION - Children's Services Center**

Website: [www.casacolina.org](http://www.casacolina.org), [http://www.casacolina.org/about/become\\_volunteer.shtml](http://www.casacolina.org/about/become_volunteer.shtml)

Phone: 909-596-7733 x4200 (Children services), 800-926-5462 (General info)

Among many rehabilitation services for children with neurological, orthopedic, developmental and other medical needs, the centers offer adaptive sports programs and a recreational/sports summer camp. Serves Los Angeles, San Bernardino, Riverside and Orange Counties.

An application is either downloaded from the website or obtained from the Human Resources Department.

- The completed application is to be returned to the Human Resources Department via US Mail or hand delivered or faxed to (909) 596-4953. Human Resources will review and make a determination if the volunteer meets the requirements of Casa Colina.
- Once approved, the potential volunteer will be given an additional packet of information to complete.
- Upon receipt of the packet, the potential volunteer will be given an orientation date. Orientation will take place once a month. The volunteer will also receive a reminder call just prior to the date of orientation.
- At the orientation, the volunteer will receive the first TB test.
- The volunteer will return to Casa Colina within 24 to 72 hours of orientation to have the TB test read.
- Once the TB test is cleared, the volunteer can return to Human Resources to receive his or her badge, volunteer assignment and to purchase the Casa Colina volunteer jacket.
- Additionally, the volunteer will be responsible for receiving a second TB test once the volunteer assignment begins (this is required by the Department of Health and Casa Colina policy due to the high incidence of TB in our geographical area.)

Volunteers working between the hours of 7 a.m. and 5 p.m. will be asked to log in and out in the Human Resources Department each time they perform their volunteer assignment. Volunteers working after hours will be given special instructions for logging in and out.

### **CLASP – Claremont After School Program**

Website: [www.clasp4kids.org](http://www.clasp4kids.org) (Click on Volunteer)

Phone: (909) 624- 9693 x314

CLASP is designed to help children enhance their academic, organizational and social skills by providing quality after-school programs in Claremont Unified School District neighborhoods. In its five neighborhood centers, CLASP provides safe, fun, friendly, and supportive settings for academically at-risk children from all of Claremont's elementary schools so that they may gain the academic guidance and personal mentoring they need to be successful in school and in life. The programs offer homework help and tutoring, recreational activities, healthy snacks, field trips, family meetings, and celebrations.

Time Commitment- Minimum of one session a week - Sessions are two hours each (either 3-5pm or 4-6pm), Monday through Thursdays. They encourage tutors to make a one year commitment; at a minimum, one semester. They will work with your schedule and are flexible to your needs.

To volunteer, you must contact CLASP's director, Adrienne Kijak, at (909) 624-9693, Ext. 314 or by e-mail at [clasp.office@gmail.com](mailto:clasp.office@gmail.com)  
Tutor Registration Application is available online.

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### **Covina Library Literacy Program- Covina**

Website: [www.covinaca.gov](http://www.covinaca.gov) (Go to City Department> Library> Literacy)

Phone: (626) 384-5280

The Covina Library Literacy Program is for children and adults in the Covina area who need help with reading and writing. Volunteers help to improve literacy through one-on-one tutoring and serve as positive role models as well. Other tutoring programs like Homework Help are also available at the library.

- A Livescan background check and TB Test are required
- Training Requirements- An orientation and training are required before tutoring

Time Commitment- Commit to tutoring twice a week for at least nine months.  
Applications are available at the library.

### **Crittenton Services – Fullerton**

Website: [www.crittentonsocal.org](http://www.crittentonsocal.org) (Click on Volunteer)

Phone: (714) 680-9000

Cookie Mom program - Crittenton has two residential treatment centers both in Fullerton. These centers house girls 12-18 years of age who are pregnant or have just had a child. They are placed in the center by the juvenile court system for treatment. As a Cookie Mom, you are assigned a cottage to visit once a month. Cookie Moms bring activities for the girls such as bingo, water painting, cookie decorating, etc. They also bring snacks and drinks for the girls to enjoy while they are entertaining them. The goal is to provide positive role models for the girls who have come from unstable homes.

- No background check or TB Test required
- Must be female 18 years of age or older for Cookie Mom program
- There is a one time mandatory orientation session which lasts about 2 hours
- One year commitment

Time Commitment-Visit cottage once a month on an assigned night, (for example, the first Tuesday of every month) for 2 to 3 hours in the evening.

Orientations are given monthly at the business office in Fullerton. To find out the next date and time for orientation, please call (714)-680-9000.

\*Crittenton also offers other volunteer opportunities for children as young as 10 years old to adults of any age. Contact the office for other available opportunities.

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### **David and Margaret Mentoring Program- La Verne**

Website: [www.davidandmargaret.org](http://www.davidandmargaret.org) (Click on Mentoring Program)

Phone: (909) 596-5921

The David and Margaret home has volunteer opportunities for mentoring adolescents in foster care or on probation. Their program matches young adolescents with mentors to provide them with a stable adult who can provide support and friendship. Additionally, mentors enhance youth's social awareness and help develop life skills. Many other volunteer opportunities are also available on the campus.

- A Livescan background check, TB Test, and DMV driving record printout are required.
- Must be 21 years of age.
- Training Requirements- Pre-match training and orientation are required.

Time Commitment- Visit with your mentee for 8 hours a month for a minimum of a year. Applications are available online and can be mailed to the facility.

**Food on Foot**

Website: [www.foodonfoot.org](http://www.foodonfoot.org)

Phone: (310) 442- 0088

Volunteers every week distribute food and clothing. All donations can be dropped off any Sunday between 10:30 am- 2:30 pm at the serving site: 1625 N. Schrader Blvd, Hollywood, CA 90068. Volunteering requires a \$20 per person donation, including children.

No contractual agreements, only an hour of your time on a Sunday starting at 3:15 p.m.

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**Foothill Family Shelter**

Website: [www.foothillfamilyshelter.org](http://www.foothillfamilyshelter.org) (Click on Volunteers & Interns)

Phone: (909) 920- 0453

Foothill Family Shelter is a nonprofit organization which houses homeless adults and children for a period of up to 120 days, free of rent and utility charges. There are a number of volunteer opportunities at Foothill Family Shelter including Food and Clothes Bank, Parenting Classes for teen moms and parents and grandparents with children 0 – 5 years of age, Office Assistance, Reading Room, Periodic Childcare, Fundraising, and Market/Outreach. Brief descriptions of each program and volunteer duties can be found on the website.

- No background check or TB Test required
- Must be 18 years of age
- Some positions require training such as working at the front desk but no extensive training needed.

Time Commitment- Help with parenting programs requires an 11 week commitment.

Others do not have time requirements, volunteer as you can.

Applications are available online and can be mailed or walked into the facility.

### **House of Ruth – Pomona**

Website: [www.houseofruth.org](http://www.houseofruth.org) (Click on Volunteer > Volunteer Page)

Phone: (909) 868-8019 – Natalie Rojano Jenkins

House of Ruth assists families victimized by domestic violence through intensive family intervention and education. Volunteers perform a wide variety of services to clients, such as answering the 24-hour hotline; assisting clients in Temporary Restraining Clinic and helping the in the shelter's children's program. Training is required for anyone who has direct contact with clients but there are also many opportunities that do not require training.

- Live Scan required, due by the end of training
- Training Requirements- 40 hours of training required

Applications are mailed to you, must call and speak with Natalie, Volunteer Training Coordinator.

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### **Los Angeles Mission**

Website: <http://www.losangelesmission.org>

Phone: (213) 629-1227

The LA Mission provides outreach services, emergency services, recovery services, and transitional services. On Holidays such as Easter, Thanksgiving, and Christmas most volunteers give their time providing food to the homeless.

To become a volunteer you must attend their volunteer orientation the first Saturday of every month from 9:00-11:00 am at 316 E. Winston Street.

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### **Pomona Public Library**

Website: [www.youseemore.com/pomona/](http://www.youseemore.com/pomona/) (Click on Volunteer at the Library)

Phone: (909) 620-2047 - Literacy Service

The Pomona Public Library seeks volunteers with the talent, skills, and commitment to serve the information and literacy needs of the community. They have a Literacy Program in which volunteers help adults acquire or improve their reading skills by tutoring them in reading and writing. Volunteers will provide valuable assistance and make a difference in the community.

- Must be at least 16 years old
- Training Requirements- Volunteers must complete a 12-hour workshop

Time Commitment- weekly commitment

Each volunteer applicant must submit an application to the Library Volunteer Services Coordinator for review. Applications forms are available in the library.



### **Pomona YMCA**

Website: [www.pomonaymca.org](http://www.pomonaymca.org)

Phone: (909) 623-6433

YMCA youth sports combine the YMCA's philosophy of fair play and teamwork. Sports offer a great opportunity to teach values like caring, honesty, respect and responsibility. Volunteers would be either have the option of being coaches or referees. Coaches would be helping the children with the rules, strategies and techniques of basketball. Referees would be officiating games. Referees would have to be very knowledgeable of the game of basketball.

- Requirements-Age: 17. Have to have a coaching background. There also is a background check.
- Training Requirements-Coaching clinic available.

Time Commitment- Two days a week from 2:30-4:00 pm. You get to pick the two days that work best with your schedule. Applications are available at the facility.

Additional locations include:

22600 Sunset Crossing, Diamond Bar, CA 91765

(909) 861-3424

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### **Project Sister Family Services**

Website: [www.Projectsister.org](http://www.Projectsister.org)

Phone: (909) 623- 1619, (626) 915- 2535, (562) 789- 6000

Project Sister Family Services is a non-profit agency that works with men, women and children of sexual assault. PSFS' services include a 24-hour hotline; advocacy and accompaniment to local hospitals, law enforcement interviews and legal proceedings; individual and group counseling; school-based prevention education programs for middle, high school and college students that focus on sexual assault; child abuse prevention training for parents, teachers and other social service providers; community education; self-defense classes; an early intervention anti-violence program for pregnant and parenting teens and adults of infant and toddler children; and special programs for high risk youth. Volunteers can be involved in the 24-hour hotline as Crisis Intervention Advocates. If in a graduate program, you can intern in psychology or counseling.

- A Livescan background check is needed
- Requirements-Must be 18 years or older and driver's license is required
- Application must be submitted one week before scheduled interview to be processed. Interviews are only held for two weeks and end a week before training start. Applications are available online at [projectsister.org/involve/advocate\\_training.html](http://projectsister.org/involve/advocate_training.html)
- A non-refundable \$50.00 materials/course fee is due at the first session of training
- Training Requirements- The Spring 2011 Training begins January 31, 2011 and will end on March 21, 2011. Times of classes are: Mondays 6pm-10pm, Wednesdays 6pm-9pm, Saturdays 9am-5pm
- Time Commitment-A minimum of 18 hours a month of advocacy hours is required with a one year commitment

### **The Los Angeles Inner City Outings**

Website: [www.angeles.sierraclub.org/ico/index.htm](http://www.angeles.sierraclub.org/ico/index.htm)

“The Los Angeles Inner City Outings (Angeles Chapter) serves as a bridge that enables inner city youth, disabled individuals, and others to visit and develop an appreciation for our natural environment. We work with schools, community groups, and other agencies to create safe and enjoyable outdoor experiences for persons who might not otherwise have them. ICO outings promote individual growth through group activities and environmental and outdoor skills education.”

-ICO website

- There is a background check
- No TB test
- Requirements- Three character references
- Training Requirements- none, but it is encouraged that one attends a meeting prior to volunteering.

Time Commitment- the ICO Committee meets 11 times a year, so about once each month.

Applications on website

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### **THINK TOGETHER- Foothill Region (Ontario, Rancho Cucamonga, Azusa and Duarte Districts)**

Website: [thinktogether.org](http://thinktogether.org) (Go to – Volunteer tab at top of page)

Number: (909) 983-4000

THINK Together, a nonprofit organization, is one of California’s leading and largest providers of after-school programs serving 50,000 students at more than 200 schools and community centers throughout Los Angeles, Orange, Riverside and San Bernardino Counties. Volunteer objectives include assisting students (K-8<sup>th</sup> grade) with homework assignments and to help them prepare for tests when appropriate, to encourage and challenge students to do their best in every aspect of their lives, and most importantly, to be a good role model as you establish and foster a positive student-tutor relationship.

- Background check and/or TB Test is required (current within last 4 yrs.)
- Requirements- Commitment and dedication to helping students succeed in school, thereby, encouraging them to seek positive success in life.
- Training Requirements- Occasionally workshops will be offered.

Time Commitment- In general, volunteers commit a minimum of one day a week for 1-2 hours.

Applications are available online.

### **Tree People**

Website [www.treepeople.org/volunteer](http://www.treepeople.org/volunteer)

Phone: (818) 753-4600

#### **Be the inspiration. YOU can make a difference.**

“TreePeople has a vision of a green Los Angeles. To get there, we rely on volunteers like you to help transform our region into a healthy urban ecosystem, one community at a time.”

#### **Be the change. Become a TreePeople volunteer today.**

“Volunteering with TreePeople is fun and personally rewarding. It’s also unlike typical volunteer experiences in that we empower YOU with the support, training and tools you need to be an engine of change.”

-Tree People website

- There are various volunteering opportunities, all which have different requirements
- Time Commitment-Check specific volunteering requirements by visiting the site given above

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### **Uncommon Good Clinic to College Mentoring Program- Claremont**

Website: <http://uncommongood.org/> (Click on the Volunteer tab)

Phone: (909) 625-2248

The Clinic to College Mentoring Program is designed to give low-income children in the Pomona Valley a positive role model who will encourage them to go to college and end the cycle of poverty. The children are ages 9 to 14 and have the academic potential to go to college. Mentors provide them with stability, guidance, and someone to look up to. There are also opportunities to tutor within the organization.

- A background check and DMV driving record printout are required.
- Requirements- Mentors must be in college or a college graduate.

Time Commitment: 2 hours per week for a minimum of one year.

Applications are available online.

### **Union Station Homeless Services**

Website: [www.unionstationhs.org](http://www.unionstationhs.org)

Phone: (626) 240- 4550

Union Station Homeless Services is the San Gabriel Valley's largest social services agency assisting homeless men, women, and children.

After filling out an application, you'll be contacted to set up an orientation

Applications are available online (Individual Volunteer Application, or the Group Volunteer Application)

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### **Volunteering for Hospital Setting Facilities**

Pomona Valley Hospital Medical Center

Website: <http://www.cvmc.com>

Phone: (909) 623- 8715

Chino Valley Medical Center

Website: <http://www.cvmv.com>

Phone: (909) 464- 8600

Lanterman Developmental Center

Website: <http://www.dds.ca.gov/Lanterman/Index.cfm>

Phone: (909) 595- 1221

St Jude Heritage Medical Group

Website: [www.sjhmg.com](http://www.sjhmg.com)

Phone: (909) 860- 1144

Citrus Valley Health Partners

Website: <http://www.cvhp.org>

Phone: (626) 331- 7331

Contact nearby hospitals for more information whether they are accepting volunteers at the time. You will be required to fill out an application and a background check. Most hospitals will also require you to undergo a TB test. Because of liability issues, your interaction with patients might be limited or allowed under strict supervision. Volunteers might be asked to help with clerical duties, visitor assistance, and helping nurses or other medical professional while on duty. Volunteer in a hospital setting usually will require long term commitment ranging from at least 6 months to 1 year.

## **Good Trauma Intervention Program-Corona**

Website <http://www.tipcorona.org/volunteer.asp>

TIP of Corona, Inc. is an all volunteer, non-profit, public benefit corporation serving the citizens of Corona and surrounding communities. They are dedicated to ensuring that those who are emotionally traumatized in emergency situations receive the emotional and practical assistance they need. This volunteer opportunity will expose you to the entire spectrum of human emotion.

The next training session is on March 3<sup>rd</sup>, 2011. To sign up and for more information on what to expect, call Bob Auth at (951) 735-4936.

§ Must be 21 years of age

§ A Livescan check, background check, and DMV check will be performed at no cost

§ Reliable transportation, a valid driver's license, proof of insurance, and a cell phone are required

Time Commitment- Commit to three 12 hour shifts per month and attend a monthly Continuing Education/Team Building meeting the second Wednesday of each month at 7:00PM.

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## **ACCESS, Academic Community Committed to Excellence and Student Success**

email: [mkydanico@csupomona.edu](mailto:mkydanico@csupomona.edu), or [peermentorcpp@hotmail.com](mailto:peermentorcpp@hotmail.com)

Contact: Dr. Danico, Sociology professor at Cal Poly Pomona

We envision mentorship as a learning community where first-year Freshmen and Transfer students are immediately directed to the vast resources and opportunities available in the Psychology and Sociology Department and at Cal Poly Pomona University. We see Peer Mentors and Faculty advisors working together to give their Mentorship group a unique perspective of living, learning, and being engaged in the Cal Poly Pomona community through shared experiences.

### Qualifications:

- psychology or sociology major with more than 90 units after winter quarter
  - minimum of 2.8 GPA
  - Have a 3 quarters commitment starting in the Spring quarter and a few days in the summer
- Interviews are held in the Winter quarter, contact Dr. Mary Danico for more information
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## **Youth Mentoring Connection-Los Angeles**

Website: [www.youthmentoring.org](http://www.youthmentoring.org)

Phone: (323) 731- 8080

The Youth Mentoring program provides at-risk youths in the LA area with positive, consistent and caring role models. A mentor's role is to help the child grow, gain self-confidence and discover their potential. One meeting a month is a group session and the other is individual time spent with the mentee.

- A background check and TB test are required.
- Requirements- Mentors are preferred, but not required to be 21 and over.
- Mentors must complete a training program.

Time Commitment: 2 hour meetings twice a month for at least nine months. Applications are available online.



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