



198 Wethersfield Avenue  
Hartford, CT 06114  
860-244-2227 860-244-CCAR  
860-244-2228 Fax  
1-800-708-9145  
ccar2005@ccar.us

---

Dear Prospective Volunteer,

We appreciate your interest in joining the dedicated volunteers of CCAR. Volunteers are our most valuable resource and an essential ingredient in meeting our mission. We want to ensure that as a volunteer, your time is well spent. To achieve this goal, we ask you to make a minimum commitment of three hours per week for 6 months or through completion of the event you are working on.

In order to begin the process of joining our dedicated core of volunteers we ask that you fill out the enclosed volunteer application, fill out and sign the attached Volunteer Reference Request form and return the forms to:

Connecticut Community for Addiction Recovery (CCAR)  
Attn: Normajeane Cefarelli  
198 Wethersfield Avenue  
Hartford, CT 06114

Once we receive your application and the reference form we will call you to schedule a personal interview and orientation session. We look forward to discussing your contribution to our mission in person.

Sincerely,

Normajeane Cefarelli  
CCAR Volunteer Manager  
(860)244-2227  
[normajeane@ccar.us](mailto:normajeane@ccar.us)  
[www.ccar.us](http://www.ccar.us)



ARE YOU WILLING TO BE CALLED IN FOR ADDITIONAL SHORT TERM ASSIGNMENTS?  
YES \_\_\_\_\_ NO \_\_\_\_\_

PERSONAL HISTORY:

DO YOU HAVE A PHYSICAL OR PSYCHOLOGICAL CONDITION WHICH MAY AFFECT YOUR ABILITY TO PERFORM CERTAIN VOLUNTEER ASSIGNMENTS? YES \_\_\_\_\_ NO \_\_\_\_\_  
ANSWERING YES TO THIS QUESTION DOES NOT ELIMINATE YOU FROM BEING CONSIDERED AS A VOLUNTEER.

IF YES PLEASE EXPLAIN \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A CRIME? YES \_\_\_\_\_ NO \_\_\_\_\_  
ANSWERING YES TO THIS QUESTION DOES NOT ELIMINATE YOU FROM BEING CONSIDERED AS A VOLUNTEER THERE WILL BE TIME TO EXPLAIN DURING THE INTERVIEW.

DO YOU AGREE TO A BACKGROUND VERIFICATION? YES \_\_\_\_\_ NO \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_  
(Prospective Volunteer)

CONNECTICUT COMMUNITY FOR ADDICTION RECOVERY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL OR ETHNIC ORIGIN, SEX, AGE, RELIGION OR DISABILITY.

**FOR CCAR OFFICE USE: PLEASE DO NOT WRITE BELOW**

**COMMENTS REGARDING INTERVIEW AND PLACEMENT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SITE \_\_\_\_\_

INTERVIEWER \_\_\_\_\_

ORIENTATION DATE \_\_\_\_\_

INTERVIEW DATE \_\_\_\_\_

ASSIGNMENT \_\_\_\_\_

START DATE \_\_\_\_\_

DAYS/TIMES \_\_\_\_\_

TRAINING \_\_\_\_\_

SUPERVISOR \_\_\_\_\_

CODE OF ETHICS \_\_\_\_\_

CONFIDENTIALITY STATEMENT \_\_\_\_\_



Connecticut Community For Addiction Recovery  
Volunteer Reference Request

I hereby authorize CCAR to contact the following persons, schools and/or places of employment who may aid CCAR in determining a suitable volunteer placement for me. I hereby release from any liability and hold harmless any and all individuals and/or organizations from any and all liability for providing the requested information. I hereby consent to the release of such information.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

PLEASE LIST TWO REFERENCES. PLEASE DO NOT LIST RELATIVES.

REFERENCES:

1. Name \_\_\_\_\_  
Telephone (W) \_\_\_\_\_ (H) \_\_\_\_\_

Current Employer       Previous Employer       Teacher       Other   
Company/Agency/School \_\_\_\_\_  
Dates Employed/Attended \_\_\_\_\_  
Comments From Reference:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Name \_\_\_\_\_  
Telephone (W) \_\_\_\_\_ (H) \_\_\_\_\_

Current Employer       Previous Employer       Teacher       Other   
Company/Agency/School \_\_\_\_\_  
Dates Employed/Attended \_\_\_\_\_  
Comments From Reference:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The CCAR Recovery Asset Mapping Project  
Individual Profile**

Please circle the skills and interests that you might be willing to share – now or in the future – to be applied to the general development of your neighborhood. Indicate with **the letter S** the skills that you have and would be interested in sharing with the community and/or **an I** for something you would be interested in receiving or having in your community.

When given a choice – CIRCLE the right word  
S = willing to SHARE my gift or talent  
I = INTERESTED in having this for myself or my family.

**A. ARTS / CRAFTS / HOBBIES**

- Architect / Design Arts
- Body Art
- Cake Decorating
- Cartooning / Calligraphy
- Ceramics / Sculpting
- Cooking / Baking
- Craft making \_\_\_\_\_
- Cultural Heritage
- Drawing
- Fingernail Design
- Flower Arranging
- Gardening
- Genealogy
- Jewelry making
- Painting
- Photography / Camera / Video
- Poster & Sign Making
- Sewing / Needlework / Banners
- Upholstery
- Woodworking
- Other \_\_\_\_\_

**B. EDUCATION**

- GED
- Literacy Training
- Early Childhood Education
- Special Education
- Tutoring (1 on 1) \_\_\_\_\_
- Formal Education
- Topic(s): \_\_\_\_\_
- Grade Level: \_\_\_\_\_
- Other \_\_\_\_\_

**C. ENTERTAINMENT/ FINE ARTS**

- Acting
- A/V Equipment:
- Clowning
- Costume Design
- Dance-Type \_\_\_\_\_
- Drama
- Music-Type \_\_\_\_\_
- Instrument \_\_\_\_\_
- Poetry
- Producing / Directing
- Puppetry / Mime
- Singing
- Sound / Lighting
- Stage Craft / Set Design
- Storytelling / Reading to groups
- Video Production
- Writing: Scripts / Stories/Letters
- Other \_\_\_\_\_

**D. LEADERSHIP**

- Advocacy
- Crisis Intervention
- Coaching
- Community Organizing
- Conflict Resolution
- Counseling:
  - Children / Teens / Adults
- Event Planning / Fund Raising
- Group Leader:

- Children / Teens / Adults
- Long Range Planning
- Mentoring
- Public Relations /Sales/Marketing
- Public Speaking
- Telephone Counseling
- Other \_\_\_\_\_

**E. OFFICE HELP**

- Bookkeeping
- Computer skills / software
- Computer Repair / hardware
- Copying / Collating
- Data Entry
- Desktop Publishing \_\_\_\_\_
- Email communications
- Filing / organizing
- Graphic Designing
- Internet Searching
- Library Skills / Cataloguing
- Mailing/Stuffing Information
- Receptionist
- Telephoning
- Transcription
- Typing / Word Processing
- Web Page
- Other \_\_\_\_\_

**F. RECREATION/SOCIAL**

- Baseball
- Basketball
- Boating
- Book Club
- Bowling
- Bicycling
- Camping
- Card playing
- Chess
- Drill Teams
- Double Dutch
- Fishing
- Football
- Gymnastics
- Golf
- Hiking
- Hockey – Ice / Street
- Hospitality
- Martial Arts \_\_\_\_\_
- Motorcycling
- REC Leader / Assistant
- Running / Jogging / walking
- Scouting
- Skiing
- Snowmobiling
- Soccer
- Softball
- Swimming
- Tennis
- Other \_\_\_\_\_

**G. SPECIAL INTEREST GROUPS**

- Abused Adults / Children
- Addiction Treatmt & Recovery
- Bereaved
- Convalescing
- Couples
- Cultural Exchanges
- Disabilities \_\_\_\_\_
- Divorce: Children of -
- Divorced Adults
- Drug & Alcohol Prevention
- Employment help \_\_\_\_\_
- Environmental Issues
- Faith Community / Religion
- Fathers / Mothers
- Diversity
- Health Needs \_\_\_\_\_
- Homeless / Hungry

- Hospice
- Hospitalized
- Immigrants
- Men / Women
- Mentally Ill
- Neighborhood Issues
- Neighbors: New Neighbors
- Neighbors: Physically Ill
- Neighbors: Shut-Ins
- Parenting / Grand parenting
- Politics
- Prisoners
- Small Business Ownership
- Seniors
- Single Adults (18-29) (30+)
- Single Parents: Teens / Adults
- Support Group \_\_\_\_\_
- Veterans
- Widowed
- Youth: –circle- (2-5) (6-9)  
(10-12) (13-17) (18-25)
- Other \_\_\_\_\_

**H. SERVICES / TRADES**

- Accessing Social Services
- Accounting
- Auto Mechanic
- Career Counseling
- Carpentry Skills
- Chaperoning
- Child Care
- Clothing donations
- Decorations
- Delivery (general)
- Electrical Skills
- Equipment Operator \_\_\_\_\_
- Financial Counseling
- First Aid Volunteer
- Food donations
- Food Service: Chef
- Food Service: Dishwashing
- Food Service: Serving
- General Labor
- Grant Writing
- Greeter/Coffee Server
- Grounds Maintenance
- Hairdressing / Haircutting
- Handyman
- Hospitality
- House Painting
- Housing
- Journalism / Editing
- Landscaping
- Legal
- Managing Personal Finances
- Nursing
- Plumbing Skills
- Proofreading
- Radio/TV \_\_\_\_\_
- Resume Writing
- Retail Services
- Shopping
- Signing (for the Deaf)
- Translator \_\_\_\_\_
- Transportation: (circle one)  
Car / Truck / Van
- Other \_\_\_\_\_

**I. OTHER UNIQUE INTERESTS**

**J. OTHER UNIQUE SKILLS**

Sign here to give your consent for entering this information into our database: (your name is confidential)

(Signature)