



Tremendous  
Hearts

# Volunteer Application Checklist

## Have I Forgotten Anything?

### INSTRUCTIONS

Applications are accepted on a rolling basis. Completed applications and all supplemental materials must be submitted before an application will be reviewed. Applications may be submitted by email or mail. We do not accept faxes.

Please complete all sections and questions on all forms. If further space is required you may attach documents using MS Office applications or in PDF format. Please make sure any attachments include your name in the header. Application forms with blank or incomplete answers or which are missing supplemental materials will not be considered. Please do not submit original certificates, passports or other materials that you may need later. All applications and supplemental materials become the property of Tremendous Hearts and cannot be returned.

**Mailing address:** Tremendous Hearts, 1337 Massachusetts Ave., Mailbox 174, Arlington, MA 02476  
(please note that packages requiring a signature can be sent to this address)

**Email Address:** applications@tremendoushearts.org

### CHECKLIST

I have completed and submitted:

- ♥ Volunteer Application Form\*
 

	Mail <input type="checkbox"/>	Email <input type="checkbox"/>	Date: _____
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  - Resume or CV
 

	Mail <input type="checkbox"/>	Email <input type="checkbox"/>	Date: _____
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  - Copy of any applicable professional licenses or certifications
 

	Mail <input type="checkbox"/>	Email <input type="checkbox"/>	Date: _____
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  - Recent passport-sized color photograph of applicant
 

	Mail <input type="checkbox"/>	Email <input type="checkbox"/>	Date: _____
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- ♥ Three (3) Letters of Reference
 

	Mail <input type="checkbox"/>	Date: _____
	Mail <input type="checkbox"/>	Date: _____
	Mail <input type="checkbox"/>	Date: _____
- ♥ Sponsorship Award Application Form  
*(ONLY if applying for Tremendous Hearts Sponsorship)*

	Mail <input type="checkbox"/>	Email <input type="checkbox"/>	Date: _____
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\* **NOTE:** If you are submitting your **Volunteer Application Form via email**, please print the last page, initial, affix your signature where indicated and submit this page by mail. Date Mailed: \_\_\_\_\_

## WHAT HAPPENS NEXT?

- ♥ Tremendous Hearts will **notify applicants** when their **recommendation letters are received** and **when their application is complete**.
- ♥ Completed applications will be reviewed as they are received by our **Admissions Committee**. Applications which are incomplete will not be considered.
- ♥ Qualified candidates will be invited for **interviews** (in person or by phone/web depending on applicant's location).
- ♥ **Qualified candidates who are approved for admission** will be notified by **as** soon as possible
- ♥ Approved candidates will be sent an admissions package containing a **Budget Planning Worksheet, Fundraising Plan, Volunteer Contract** and **Medical Clearance Form**.
- ♥ All four (4) **admission forms** must be completed and returned to Tremendous Hearts within 30 days.
- ♥ Approved candidate **admission forms** will be reviewed before a candidate receives **final acceptance** as a volunteer.

Questions about your application? Contact us at [applications@tremendoushearts.org](mailto:applications@tremendoushearts.org).