



CORILLO DE ESPERANZA VOLUNTEER PROGRAM

Fundación Hogar Niño Jesús, Inc.

P.O. Box 192503 | San Juan, P.R. 00919-2503

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ABOUT US

The Fundación Hogar Niño Jesús, Inc. (FHNJ or El Hogar) is a nonprofit organization incorporated under the laws of the Department of State of the Commonwealth of Puerto Rico on December 8, 1990. FHNJ was born from the efforts of a group of citizens who shared a common goal: to create a shelter for children who are victims of trauma caused by abuse.

Today, it is a Home for boys and girls ranging from 0 months to 7 years of age. For over 30 years, we have carried out this mission, providing a safe space filled with love and hope for children living in Puerto Rico. El Hogar has a maximum capacity to shelter 23 boys and girls.

Mission

To restore the dignity and integrity of children who are victims of trauma.

Vision

To heal the wounds of abuse and prevent cycles of violence.

Values

Hope, Affection, Respect for Dignity, Safety, Honesty, Education, Responsibility, Justice, Excellence, Health Care, Love for Others, Vocation of Service, Understanding, and Empathy.

VOLUNTEER APPLICATION

1. Personal Information

Full Name: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Cell Phone: _____ Work Phone: _____

E-mail Address: _____

Are you bilingual?: ☐ Yes ☐ No If yes, which languages?: _____

How did you find out about our Organization?

☐ Facebook ☐ X (Twitter) ☐ Instagram ☐ Website

☐ Newsletter ☐ Media ☐ Friend ☐ Other: _____

2. Current Status (Select one)

☐ STUDENT

School / College / University Name: _____

Grade / Year: _____ Age: _____

Parent / Guardian Phone(s): _____

☐ EMPLOYED

Employer Name: _____

Occupation / Role: _____

Website / E-mail: _____

May we call you at work?: ☐ Yes ☐ No

3. Emergency Contact

Contact Name: _____

Phone Number: _____ Relationship: _____

4. Availability & Motivation

What availability do you have for remote or in-person volunteer work? (Specify days/hours):

Why do you want to be a volunteer? What motivates you?:

5. Areas of Interest (Check all that apply)

- | | |
|---|--|
| ☐ Volunteer Fundraising Committee | ☐ IT / Computers |
| ☐ Monthly In-Kind Donations Leader | ☐ Corporate Activities Leader |
| ☐ Event Volunteer | ☐ Holiday Donations Leader |
| ☐ Toy Drive Leader (toys only) | ☐ Holiday Activities Volunteer |
| ☐ Host a Drive (Various options) | ☐ Special Projects Leader / Developer |
| ☐ Snack Donations | ☐ Administrative Assistant |

6. Volunteer History

Have you previously volunteered?: ☐ Yes ☐ No

1. Organization Name: _____

Supervisor Name & Title: _____ Phone: _____

2. Organization Name: _____

Supervisor Name & Title: _____ Phone: _____

7. Section for Applicants Under 18 Years of Age

Parent / Guardian Name: _____

Parent / Guardian Signature: _____

Date Signed: _____

REQUIRED DOCUMENTS

*The following documents must be submitted along with the Volunteer Application.
(Abbreviations used: SV = Student Volunteer applies; RV = Remote Volunteer context).*

1. 2x2 Photo (Applies to SV)
2. Copy of your Diploma and Résumé (Applies only for specialized tasks)
3. Health Certificate (Applies to SV. Does not apply to RV)
4. Good Conduct Certificate (For persons 18 years of age or older)
5. Act 300: Sexual Offender Registry Certification (For persons 18 years of age or older) — Required by federal mandate. To request it, you must visit the Puerto Rico Police Bureau regional command where you reside and bring:
 - (2) 2x2 Photos
 - Good Conduct Certificate (original and copy) — or printed online validation sheet.
 - Copy of a utility bill (water/electricity) showing your name, or a signed letter from the bill holder certifying your residence.
 - Copy of a valid driver's license or government-issued ID.
6. Copy of Identification (Driver's license, government-issued ID, and/or voter registration card)
7. COVID-19 Protocol: Copy of COVID-19 Vaccination Card or a negative PCR/antigen test taken within 72 hours before entering the organization. (If not vaccinated, a negative test is required for each in-person visit. Does not apply to RV).
8. Letters of Recommendation: (3) Letters required from either an employer, school, church, community leader, friend, or coworker. (Applies to SV).
9. For Minors (Under 18): Must include a signed authorization from a parent or guardian. The guardian must sign — and the minor must initial — the Liability Waiver and Commitment Form.
10. Student Verification: Certified enrollment letter from the school, college, or university. (Applies to SV).

IMPORTANT NOTE

Once you have gathered all the required documents, please call the Development Office at (787) 206-2322 to schedule an orientation, training, and the signing of the volunteer service agreement.

Signatures & Authorization

Volunteer Signature: _____ **Date:** _____

Parent/Guardian Signature (if minor): _____ **Date:** _____

FOR INTERNAL USE ONLY

Received By: _____ **Date:** _____