

Date: \_\_\_\_\_

**Full Legal Name:** (Last) \_\_\_\_\_ (First) \_\_\_\_\_

Preferred First Name: \_\_\_\_\_ How did you hear about us? \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home #: (\_\_\_\_\_) \_\_\_\_\_ Cell #: (\_\_\_\_\_) \_\_\_\_\_

Work #: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact Name/Phone: \_\_\_\_\_

Group/Org you are volunteering with (if applicable): \_\_\_\_\_

Employer or School (if applicable): \_\_\_\_\_

Birth date (mm/dd/yyyy): \_\_\_\_\_

**Demographic Information** (used for statistical reporting only): Warren Village is sometimes asked to provide reports to government and funding groups regarding the make-up of our volunteer force. The following information is used for statistical purposes only. Submission of this information is voluntary. Inclusion or exclusion of any data below will not affect your assignment as a Warren Village Volunteer.

<b>Age:</b>	<input type="checkbox"/> 0-12	<input type="checkbox"/> 13-17	<input type="checkbox"/> 18-20	<input type="checkbox"/> 21-59	<input type="checkbox"/> 60+
<b>Gender:</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Female			
<b>Ethnicity:</b>	<input type="checkbox"/> African American/Black	<input type="checkbox"/> African	<input type="checkbox"/> Asian/Pacific American	<input type="checkbox"/> Caucasian	
	<input type="checkbox"/> Hispanic/Latino	<input type="checkbox"/> Native American	<input type="checkbox"/> Mixed		
<b>Do you have a disability?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No			

**I am interested in volunteering in the following areas:**

<input type="checkbox"/> Life Skills Classes (Topic: _____)	<input type="checkbox"/> Housing Reception	<input type="checkbox"/> Holiday Shop
<input type="checkbox"/> Evening Child Care	<input type="checkbox"/> Tutoring Children	<input type="checkbox"/> First Step General
<input type="checkbox"/> First Step Child Care	<input type="checkbox"/> Tutoring Adults	<input type="checkbox"/> WV Young Professionals
<input type="checkbox"/> Learning Center Daytime Helper	<input type="checkbox"/> Kids Club Activities	<input type="checkbox"/> Organizing In-Kind Drive
<input type="checkbox"/> Family/Community Night	<input type="checkbox"/> Special Events/Development	<input type="checkbox"/> Other: _____

What type of volunteer experience would be most meaningful to you? \_\_\_\_\_

What is your general availability (days/times)? \_\_\_\_\_

Tell us about yourself (In school? Professional background? etc) \_\_\_\_\_

Would you be interested in learning how you can support Warren Village financially?  Yes  Not at this time

*"The best way to find yourself is to lose yourself in the service of others." -Mohandas Karamchand Gandhi*

**Waiver and Release:**

In connection with my voluntary involvement in activities undertaken for and with the participation and support of Warren Village, Inc., a non-profit charitable organization, I hereby agree for myself, my heirs, assigns, executors and administrators to release and discharge Warren Village, Inc., its officers and directors, employees, agents, and volunteers harmless from any cause or action, claim or suit arising therefrom. I hereby attest that my involvement in such activities is voluntary, that I am participating at my own risk, and that I have read the terms and conditions of this release.

I understand and will adhere to appropriate behavior relating to issues of confidentiality, professionalism, non-discrimination and appropriate boundaries in dealing with clients, staff and other volunteers. I will adhere to safe work practices and procedures. I will refrain from use of all illegal drugs and abuse of all legal drugs while performing my duties as a Volunteer. I waive my right to privacy in the information, which I voluntarily provided, and agree to the use of my photograph and the photographs of my children for the publicity and public relations purposes of Warren Village, Inc.

I authorize Warren Village to investigate my background, including, but not limited to any criminal charges, proceedings, or convictions, personal references, whether obtained from national, state, or local databases or authorities.

I agree to hold harmless and to waive any and all claims I may have against Warren Village and its agents, employees, or other volunteers for any and all loss or injury I may sustain as a result of them investigating my background in accordance with this release. I also agree to hold harmless and to waive any and all claims I may have against any person who provides information to Warren Village in connection with the investigation of my background, for any and all loss or injury I may sustain as a result of any disclosure made in accordance with this release. I understand that this includes the possible rejection of my application as a volunteer.

I hereby confirm, represent and warrant that I have never been convicted with a felony, violent crime, child abuse or neglect, child pornography, child abduction, kidnapping, rape or any sexual offense, nor have I been ordered by a court to receive psychiatric or psychological treatment in connection therewith.

All of the information that I provide during the course of the application process is complete and accurate to the best of my knowledge. I understand that misrepresentations or omissions are grounds for rejection of the application or dismissal as a volunteer.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT

**Volunteer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature (if volunteer is under 18):** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Volunteer Agreement

As a volunteer assisting with the programming, residents, and staff of Warren Village I acknowledge the following responsibilities to make the Warren Village program and my volunteer experience more successful:

- I understand that my term of volunteer service consists of:
  - A minimum six (6) month commitment
  - A minimum of four (4) hours per month
  - Regular recording of volunteer hours in the log book
  - Complete necessary safety training or other alternate training required by the department in which I am volunteering.
  - A valid email address that is checked frequently
- I agree to work under the supervision of the assigned staff member or department supervisor in which I am volunteering and to perform my duties and responsibilities to the best of my ability.
- I will maintain confidentiality guidelines as it pertains to the participant or volunteer, only discussing details with the necessary staff. Failure to do so may result in termination from my volunteer position and subsequently the volunteer program.
- I will notify Volunteer Services or the supervising staff member if there is anything that may interfere with the success of my criminal background check.
- I will not seek to give counsel or legal advice at any time.
- I will not exchange or handle funds of any kind on behalf of Warren Village.
- I will not drive a program participant in my personal vehicle, unless otherwise instructed by Warren Village staff.
- I understand that if I can no longer fulfill my commitment to volunteer, I must notify my supervisor and Volunteer Services of my termination as soon as possible.

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Volunteer Signature

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Date



Transforming Parents' Lives. Improving Children's Futures.

## Volunteer Code of Ethics

### Mission

Warren Village exists so low-income, single parent families can achieve sustainable personal and economic self-sufficiency

As a volunteer of Warren Village, I dedicate myself to carrying out the mission of Warren Village and will do the following:

- Recognize that the chief function of Warren Village at all times is to serve the best interests of our constituency.
- Conduct my volunteer duties with positive leadership exemplified by open communication, creativity, dedication and compassion.
- Serve with respect, concern, courtesy and responsiveness in carrying out the organization's mission.
- Demonstrate the highest standards of personal integrity, truthfulness, honesty and fortitude in all my activities in order to inspire confidence and trust in my activities.
- Avoid any interest or activity that is in conflict with the conduct of my volunteer duties.
- Respect and protect privileged information to which I have access in the course of my volunteer duties.

### Compliance, Monitoring and Reporting

Warren Village management is responsible for communicating this Code of Ethics to all staff volunteers and for ensuring its adherence at all times.

*Ratified by Warren Village's Board of Trustees on Sept. 27, 2012*

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**This form must be signed by volunteers upon their joining the organization. The undersigned, by their affixed signature, accept and agree to abide by the Volunteer Code of Ethics.**

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



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### **Volunteer Confidentiality Agreement**

I understand that as a volunteer I have access to confidential information about participants and systems. I agree to respect the confidential nature of the participant information I have access to and respect the rights to confidentiality for all participants that I come in contact with.

I understand that law protects a participant's privacy. I understand that breach of confidentiality is a breach of law, to include:

- Discussing names, identities or any other information of participants with anyone other than Warren Village staff.
- Discussing the above in an area where you may be overheard by others.
- Any discussion of events or situations that may violate the protection of the participant's right to privacy.

I understand that breach of participant confidentiality will result in immediate dismissal from my role as a volunteer at Warren Village.

By signing this Volunteer Confidentiality Agreement, I hereby agree to maintain participant confidentiality.

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Volunteer Signature

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Date



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### Volunteer Media Release

I, \_\_\_\_\_ hereby give Warren Village permission to use my picture for:

- All uses listed below**
- Brochures
- Newsletters
- Slideshow presentations
- Video
- Television
- Facebook/social media sites
- No photos/none of the above

This consent covers the use of still photographs, slides, videotapes and other types of recording, and the release of information necessary to accompany such photographs.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date