liveSAFE Resources
48 Henderson Street, SW
Marietta GA 30064
Main: 770-427-2902
Fax: 678-303-4717
www.liveSAFEresources.org

Dear Volunteer,

Welcome to liveSAFE Resources! Your services are crucial to the success of our programs, and we are delighted to have you join us.

liveSAFE Resources is a social service agency located in Cobb County that has been providing support for women and families since 1917. In our 100 year history, we have helped thousands of individuals break the cycle of violence through our programs. To our volunteers, we offer opportunities to create a safer and more hopeful future for women and children. We are a 501(c) (3) tax-exempt non-profit agency. Our most important goal is to have a community free of domestic violence and sexual assault.

Visitors to our program ask us every day: “Is it hard to do this type of work?” The truth is: this work is hard, as well as frustrating, demanding, encouraging, joyful, depressing, funny, heartbreaking, hopeful, soul-searching, and much more. It is certainly challenging, but rewarding work!

Programs we offer include volunteer opportunities in the following areas:

- Administration
- Crisis Hotline (24 hour)
- Domestic Violence Shelter
- Transitional Housing
- Elder Support Services
- Sexual Assault Exam Accompaniment
- Legal Advocacy
- Children Services
- Latino Outreach Services
- Maintenance – Landscaping, Gardening and Building Repairs
- Nonprofit Management and Development

It is important to remember that we are not here to work miracles or to make everything all right for all people. Most of our clients simply want to be treated with respect and provided with the information they need to make their own decisions. In addition, your willingness to work with us helps us to teach women, children and others in the community that violence is unacceptable and that we help people find alternatives.

liveSAFE's staff members are always available to listen and give feedback on any issues that may arise. Volunteers are unique and special people, and we have great respect for the work that you do. You are an essential part of our team dedicated to providing the highest quality of service to the community.

liveSAFE relies on the skills and talents of volunteers to carry out the services and programs we support. Whether you want a short-term assignment or on-going involvement, we can meet your scheduling needs. Volunteering is such a giving and rewarding experience. It is not only beneficial to those individuals that volunteer, but to those you will serve as well. It is our goal that each volunteer will be pleased with the opportunities that will be encountered. It takes a special type of person to step up to the plate and commit to volunteer opportunities. We look forward to having you become a part of our volunteer program.

Because of our sensitivity to client safety and confidentiality, volunteering in positions that involve direct contact with survivors and children or representing liveSAFE in the community requires a commitment to the organization. This type of commitment includes an interview with the Volunteer Coordinator, a criminal background check, 20 hours of in-house training, and a 40-hour online training. Throughout your initial training and your volunteer experience, you will learn new skills and techniques to help you help people in crisis.

Please take a moment to complete the enclosed forms and return them to the Volunteer and Intern Coordinator, Claire Branning (me!), via fax, email, mail, or in person. We understand that these forms contain personal information. Your information is protected and will not be shared with anyone outside our organization.

Thank you for your support and your contributions. Welcome aboard!

Sincerely,

Claire

Claire Branning
Volunteer and Intern Coordinator
liveSAFE Resources
48 Henderson Street
Marietta, GA 30064
Direct: 770-423-3562
Office: 770-427-2902
Fax: 678-303-4717
Email: cbranning@livesaferesources.org

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Application for Volunteer Service

Please complete this form and submit it to the Volunteer Coordinator.

Please Write Legibly

Name: _____ Today's Date:_____

Date of Birth: _____/_____/_____ Age: _____ Gender: _____

Preferred Pronouns:_____ Ethnicity: _____

Street Address: _____

City: _____ State:_____ Zip: _____

Phone (Cell):_____ (Home): _____ Other: _____

Email address: _____

Are you employed? _____ Where (Optional)? _____

Are you bilingual? _____ If so, please list language(s): _____

Tell us about yourself. Why you want to volunteer? (Feel free to attach additional pages)

_____

_____

_____

How did you learn about us? _____

Have you volunteered before? If so, where and in what capacity?

_____

What personal or career skills do you bring to this volunteer job? _____

_____

Have you been a client of liveSAFE Resources (formerly the YWCA) in the last 2 years? YES ☐ NO ☐

Are you currently in crisis or in need of services? YES ☐ NO ☐

Do you have any outstanding TPO's or warrants? YES ☐ NO ☐

A criminal background check is required for ALL volunteers.

Will you allow liveSAFE Resources to do a criminal record check on you? YES ☐ NO ☐

Application for Volunteer Service Page 2

When are you available to volunteer?

Monday	_____AM -	_____ PM
Tuesday	_____AM -	_____ PM
Wednesday	_____AM -	_____ PM
Thursday	_____AM -	_____ PM
Friday	_____AM -	_____ PM
Weekends	_____AM -	_____ PM

Please select the area(s) in which you would like to volunteer:

_____ Administrative

_____ Family Violence Program

____ Children's Program
____ Crisis Hotline Advocate
____ Domestic Violence Shelter

_____Elder Abuse and Underserved Populations

____ Elder Support Services
____ Court Advocate
____ Other:_____

_____ Sexual Assault and Advocacy Programs

____ Sexual Assault Exam Accompaniment
____ Court Advocate

_____ Maintenance

____ Landscaping /Gardening/Cleaning

_____ Other: _____

Please Note:

We reserve the right to obtain background information, TPO or warrant information due to the nature of our business, population and the safety of those we serve*

Volunteer Onboarding

Training Requirements:
Training varies from program to program. In general, any service area which involves direct contact with any client will require 40 hours of online training and 20 hours of in-house training. Volunteers in the Family Violence and Sexual Assault areas will also require 10 hours of ongoing training each year throughout their service.

The following steps are required for all volunteers:

- ☐ Submission of Application Packet
- ☐ Screening with The Volunteer and Intern Coordinator
- ☐ Background Check Completion with Satisfactory Results Received
- ☐ Interview in-person with Program Supervisor
- ☐ Assignment to a service area
- ☐ 20 hours of in-house classroom training
- ☐ 40 hours of online training (to be completed at any time before assignment) at https://www.ovcttac.gov/views/TrainingMaterials/dspOnline_VATOnline.cfm
- ☐ Fingerprint background check (completed at Cobb County Sheriff's Office)
- ☐ Orientation Sessions
  - General Orientation and Tour
    - Keys and Access Cards
    - Receipt and Acknowledgement of Volunteer Handbook
  - Program Department Specific Orientation

- ☐ **Application packet Items:**
  - Volunteer Application
  - Applicant's Disclosure & Authorization for Background Screening
  - Criminal Justice Coordinating Council (CJCC) Volunteer Contract (to be updated each year of service)
  - Statement of Confidentiality
  - Mandatory Reporting of Child Abuse
  - Social Media Policy
  - Criminal Conviction Policy
  - Volunteer Job Description

Please Note: Individuals who are interested in interning with the Family Violence/Sexual Assault Programs should not be in physical, emotional or mental crisis, nor involved in an abusive relationship. If these apply to you, please inform the Intern/Volunteer Coordinator to explore other internship opportunities.

Individuals who have received services from liveSAFE Resources (formerly the YWCA of Northwest Georgia) must wait a minimum of two years before volunteering for any program.

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Statement of Confidentiality

I agree to treat the identity of all identifying information about clients and other members of the ***liveSAFE Resources Family Violence/Sexual Assault Program,*** as well as the location and other identifying information about the shelter, and transitional houses as confidential. Clients' names will not be mentioned outside the structure of the program. Cases will not be discussed with any person other than liveSAFE Resources staff, unless specifically authorized by the client.

Rationale for the Confidentiality Agreement: Each organization has an obligation to safeguard the confidentiality of personal information and shall not disclose the identity of an individual or information about a particular person without their consent. The policy of liveSAFE Resources recognizes the rights of individuals to privacy and conforms to the general principles defined by the Federal Privacy Act of 1974, generally accepted social work practice and the guidelines of various professional associations. liveSAFE Resources believes this to be important for each employee and volunteer is expected to read, understand and sign a confidentiality agreement before starting to work or volunteer.

The Principle of Client Confidentiality: The principle of confidentiality limits the disclosure of personal information about clients served that is revealed (regarding clients) in a service (medical, counseling, legal) relationship. Clients' expect their information to be safeguarded within the service relationship.

Volunteer Name: _____

Volunteer Address: _____
(Street)

_____
(Street)

_____
(City, State, Zip)

Volunteer Birth date: _____

Volunteer Signature: _____ Date: _____

Staff Signature: _____ Date: _____

We are obligated to safeguard the confidentiality of personal information and shall not disclose in an individually identifiable way, information about a particular person without the person's expressed authorization. The procedure of liveSAFE Resources recognizes the rights of individuals to privacy and conforms to the general principles defined by the Federal Privacy Act of 1974, generally accepted social work practice, and the guidelines of various professional associations. liveSAFE Resources believes this to be so important that each new employee and volunteer is expected to read, understand and sign a confidentiality agreement before starting to work or volunteer.

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Criminal Conviction Policy

All applicants are required to disclose on the liveSAFE Resources' employment application if they have been convicted of a crime. If an applicant has been convicted of a crime, then he or she is required to describe the nature of the situation and criminal conviction on the employment application. This information will be reviewed for job-relatedness. The applicant will be automatically rejected if the applicant has been convicted of a crime (whether classified as a misdemeanor or felony) involving Domestic Violence, Sexual Assault, Weapons, and/or Battery Charges. If the conviction does not include any of the above-mentioned charges, a reasonable effort will be made to determine whether the criminal conviction has made him/her unacceptable for employment. The above mentioned disclosure and requirements will also apply to all liveSAFE Resources' applicants for internships and volunteering.

All current employees, interns, and volunteers of liveSAFE Resources are also required to disclose whether they have been convicted of a crime. If a staff member or employee has been convicted of a crime, the staff member or employee will be automatically terminated if the conviction (whether classified as a misdemeanor or felony) involves Domestic Violence, Sexual Assault, Weapons, and/or Battery Charges. If the conviction does not include any of the above-mentioned charges, a reasonable effort will be made to determine if the crime has made him/her unacceptable for continued employment.

I have read and agree to comply with the terms of the above statement and will read and comply with the liveSAFE Resources' Policy.

Affiliation:

[ ] Employee
[ ] Volunteer
[ ] Student/intern
[ ] Contractor
[ ] Other _____

Name: _____

(Please print)

Signature/Date _____ / _____

APPLICANT INFORMATION (Please Print) **Account Number: 101-201282**

Applicant Name: (First Middle Last)	Current Address: (street address)
Other Name(s) Used: (like Maiden)	City: State: Zip:
Gender: * ☐ Male ☐ Female	Former Address: (1)
Social Security Number:*	City: State: Zip:
Driver's License Number.: State:	Former Address: (2)
Date of Birth: * Place of Birth: (City, State, Country)	City: State: Zip:

* This information will be used for purposes of background screening only and will not be used in making any employment decisions.

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Employer ("the Company") may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates, including motor vehicle record (or "driving record") checks, workers compensation records, credit bureau files, employment references, personal references, social networking (i.e. Facebook, Twitter), drug screening, any educational and licensing institution or military branch and to receive any criminal record information pertaining to you which may be in the files of any federal, state or local criminal justice agency in any state. Credit reports will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying. These reports may be obtained at any time after receipt of your signed authorization and, if you are hired, throughout your employment. An "investigative consumer report" includes information from personal interviews, except in California where that term means any consumer report. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report and to request a copy of your report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by InfoMart, 1582 Terrell Mill Road, Marietta, GA 30067, 800-800-3774 www.infomart-usa.com or another outside organization. The scope of this disclosure and authorization is all-encompassing, however, allowing Employer to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

New York and Maine applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by Employer by contacting the consumer reporting agency identified directly above. You may also contact the Company to request the name, address and telephone number of the nearest unit of the consumer reporting agency designated to handle inquiries, which Employer shall provide within 5 days.
New York applicants or employees only: Upon request, you will be informed whether or not a consumer report was requested by Employer, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report.
Oregon applicants or employees only: Information describing your rights under federal and Oregon law regarding consumer identity theft protection, the storage and disposal of your credit information, and remedies available should you suspect or find that Employer has not maintained secured records is available to you upon request.
Washington State applicants or employees only: Under the Washington Fair Credit Reporting Act, you have the right to ask InfoMart for a written summary of your rights. If you submit a request to Employer in writing, you have the right to get from Employer a complete and accurate disclosure of the nature and scope of the investigative consumer report Employer ordered, if any. If Employer obtains information bearing on your credit worthiness, credit standing or credit capacity, it will be used to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being considered.
Minnesota and Oklahoma applicants or employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company. ☐

APPLICANT:

Signature: _____ Date: ____/_____/_____

Print Name: _____

Fax BOTH pages to:
(770) 984-8997

Applicant Name: (First Middle Last)	**Account Number: 101-201282**

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the **DISCLOSURE REGARDING BACKGROUND INVESTIGATION** and **A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT** and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this Acknowledgement and Authorization and, if I am hired, throughout my employment. I understand that, except in California, InfoMart, 1582 Terrell Mill Road, Marietta, GA 30067 800.800.3774 www.infomart-usa.com, and its agents, and/or another outside organization acting on behalf of Employer, and/or Employer itself may rely on this authorization to order additional consumer reports, including investigative consumer reports, from time to time during my employment, as deemed necessary for employment purposes and as allowed by law. I also authorize the following agencies and entities to disclose to InfoMart and its agents, and/or another outside organization acting on behalf of Employer, and/or Employer itself, all information about or concerning me, including, but not limited to: my past or present employers; learning institutions, including colleges and universities; law enforcement and all other federal, state and local agencies; federal, state and local courts; the military; credit bureaus; insurance companies; testing facilities; motor vehicle records agencies; all other private and public sector repositories of information; and any other person, organization, or agency with any information about or concerning me. The information that can be disclosed includes, but is not limited to, information concerning my employment history, earnings history, education, credit history, motor vehicle history, criminal history, military service, drug testing results, and professional credentials and licenses. I agree that a facsimile ("fax") or photographic copy of this Acknowledgement and Authorization shall be as valid as the original.

New York applicants or employees only: By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.

California applicants or employees only: By signing below, you also acknowledge receipt of the **NOTICE REGARDING BACKGROUND INVESTIGATION AND CREDIT CHECKS PURSUANT TO CALIFORNIA LAW**. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by the Company at no charge whenever you have a right to receive such a copy under California law. ☐

APPLICANT:

Signature: _____ Date: ____/_____/_____

Print Name: _____

Fax BOTH pages to:
(770) 984-8997

Mandatory Reporting of Child Abuse | 2019

Beginning July 1, 2012, volunteers who work with children will be required, by law, to report suspected child abuse.

The new mandatory reporting requirement is a provision in HB 1176, the criminal justice reform bill signed by Gov. Nathan Deal on May 2, 2012.

Specifically, HB 1176 changes the definition of “child service organization personnel” to include volunteers. The new law defines “child service organization personnel” as follows:

‘Child service organization personnel' means persons employed by or volunteering at a business or an organization, whether public, private, for profit, not for profit, or voluntary, that provides care, treatment, education, training, supervision, coaching, counseling, recreational programs, or shelter to children.

A copy of this legislation is attached.

I, _____, have read and understand the obligation I have to report suspected child abuse. Also, I acknowledge that the representative from liveSAFE Resources named below has explained to me the new mandatory requirement for volunteers to report suspected child abuse. **HOWEVER, I ACKNOWLEDGE THAT IT IS MY RESPONSIBILITY TO UNDERSTAND AND IMPLEMENT THE RESPONSIBILITIES AND DO NOT RELY ON ANY VERBAL REPRESENTATIONS OR EXPLANATIONS MADE BY THE liveSAFE REPRESENTATIVE.**

_____ _____

Volunteer Signature Date

_____ _____

liveSAFE Resources Representative Date

liveSAFE RESOURCES

PART V
MANDATORY REPORTING OF CHILD ABUSE
SECTION 5-1.

Code Section 19-7-5 of the Official Code of Georgia Annotated, relating to reporting of child abuse, is amended by revising subsections (b), (c), (e),and (g) as follows:
"(b) As used in this Code section, the term:
(1) 'Abortion' shall have the same meaning as set forth in Code Section 15-11-111.
~~(1)~~(2)'Abused' means subjected to child abuse.
~~(2)~~(3)'Child' means any person under 18 years of age.
~~(3)~~(4)'Child abuse' means:
(A) Physical injury or death inflicted upon a child by a parent or caretaker thereof by other than accidental means; provided, however,that physical forms of discipline may be used as long as there is no physical injury to the child;
(B) Neglect or exploitation of a child by a parent or caretaker thereof;

(C) Sexual abuse of a child; or
(D) Sexual exploitation of a child.
However, no child who in good faith is being treated solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination by a duly accredited practitioner thereof shall, for that reason alone, be considered to be an 'abused' child.
(5) 'Child service organization personnel' means persons employed by or volunteering at a business or an organization, whether public, private, for profit, not for profit, or voluntary, that provides care, treatment, education, training, supervision, coaching, counseling, recreational programs, or shelter to children.
(6) 'Clergy' means ministers, priests, rabbis, imams, or similar functionaries, by whatever name called, of a bona fide religious organization.
(7) 'Pregnancy resource center' means an organization or facility that:
(A) Provides pregnancy counseling or information as its primary purpose, either for a fee or as a free service;
(B) Does not provide or refer for abortions;
(C) Does not provide or refer for FDA approved contraceptive drugs or devices; and
(D) Is not licensed or certified by the state or federal government to provide medical or health care services and is not otherwise bound to follow federal Health Insurance Portability and Accountability Act of 1996, P.L. 104-191, or other state or federal laws relating to patient confidentiality.
(8) 'Reproductive health care facility' means any office, clinic, or any other physical location that provides abortions, abortion counseling, abortion referrals, or gynecological care and services.
(9) 'School' means any public or private pre-kindergarten, elementary school, secondary school, technical school, vocational school, college, university, or institution of postsecondary education.
~~(3.1)~~(10)'Sexual abuse' means a person's employing, using, persuading, inducing, enticing, or coercing any minor who is not that person's spouse to engage in any act which involves:
(A) Sexual intercourse, including genital-genital, oral-genital, anal-genital, or oral-anal, whether between persons of the same or opposite sex;
(B) Bestiality;
(C) Masturbation;
(D) Lewd exhibition of the genitals or pubic area of any person;
(E) Flagellation or torture by or upon a person who is nude;
(F) Condition of being fettered, bound, or otherwise physically restrained on the part of a person who is nude;
(G) Physical contact in an act of apparent sexual stimulation or gratification with any person's clothed or unclothed genitals, pubic area, or buttocks or with a female's clothed or unclothed breasts;
(H) Defecation or urination for the purpose of sexual stimulation; or
(I) Penetration of the vagina or rectum by any object except when done as part of a recognized medical procedure.
'Sexual abuse' shall not include consensual sex acts involving persons of the opposite sex when the sex acts are between minors or between a minor and an adult who is not more than five years older than the minor. This provision shall not be deemed or construed to repeal any law concerning the age or capacity to consent.
~~(4)~~(11)'Sexual exploitation' means conduct by any person who allows, permits, encourages, or requires that child to engage in:
(A) Prostitution, as defined in Code Section 16-6-9; or
(B) Sexually explicit conduct for the purpose of producing any visual or print medium depicting such conduct, as defined in Code Section 16-12-100.
(c)(1) The following persons having reasonable cause to believe that a child has been abused shall report or cause reports of that abuse to be made as provided in this Code section:
(A) Physicians licensed to practice medicine, interns, or residents;
(B) Hospital or medical personnel;
(C) Dentists;
(D) Licensed psychologists and persons participating in internships to obtain licensing pursuant to Chapter 39 of Title 43;
(E) Podiatrists;
(F) Registered professional nurses or licensed practical nurses licensed pursuant to Chapter 24 of Title 43or nurse's aides;
(G) Professional counselors, social workers, or marriage and family therapists licensed pursuant to Chapter 10A of Title 43;
(H) School teachers;
(I) School administrators;
(J) School guidance counselors, visiting teachers, school social workers, or school psychologists certified pursuant to Chapter 2 of Title 20;
(K) Child welfare agency personnel, as that agency is defined pursuant to Code Section 49-5-12;

(L) Child-counseling personnel;
(M) Child service organization personnel;~~or~~
(N) Law enforcement personnel; or
(O) Reproductive health care facility or pregnancy resource center personnel and volunteers.
(2) If a person is required to report child abuse pursuant to this subsection because that person attends to a child pursuant to such person's duties as ~~a member of the staff of~~an employee of or volunteer at a hospital, school, social agency, or similar facility, that person shall notify the person in charge of the facility, or the designated delegate thereof, and the person so notified shall report or cause a report to be made in accordance with this Code section. ~~A staff member~~An employee or volunteer who makes a report to the person designated pursuant to this paragraph shall be deemed to have fully complied with this subsection. Under no circumstances shall any person in charge of such hospital, school, agency, or facility, or the designated delegate thereof, to whom such notification has been made exercise any control, restraint, modification, or make other change to the information provided by the reporter, although each of the aforementioned persons may be consulted prior to the making of a report and may provide any additional, relevant, and necessary information when making the report."
"(e) An oral report shall be made immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused, by telephone or otherwise and followed by a report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Services, or, in the absence of such agency, to an appropriate police authority or district attorney. If a report of child abuse is made to the child welfare agency or independently discovered by the agency, and the agency has reasonable cause to believe such report is true or the report contains any allegation or evidence of child abuse, then the agency shall immediately notify the appropriate police authority or district attorney. Such reports shall contain the names and addresses of the child and the child's parents or caretakers, if known, the child's age, the nature and extent of the child's injuries, including any evidence of previous injuries, and any other information that the reporting person believes might be helpful in establishing the cause of the injuries and the identity of the perpetrator. Photographs of the child's injuries to be used as documentation in support of allegations by hospital~~staff~~employees or volunteers, physicians, law enforcement personnel, school officials, or~~staff~~employees or volunteers of legally mandated public or private child protective agencies may be taken without the permission of the child's parent or guardian. Such~~photograph~~photographs shall be made available as soon as possible to the chief welfare agency providing protective services and to the appropriate police authority."
"(g) Suspected child abuse which is required to be reported by any person pursuant to this Code section shall be reported notwithstanding that the reasonable cause to believe such abuse has occurred or is occurring is based in whole or in part upon any communication to that person which is otherwise made privileged or confidential by law; provided, however, that a member of the clergy shall not be required to report child abuse reported solely within the context of confession or other similar communication required to be kept confidential under church doctrine or practice. When a clergy member receives information about child abuse from any other source, the clergy member shall comply with the reporting requirements of this Code section, even though the clergy member may have also received a report of child abuse from the confession of the perpetrator."

CJCC

Criminal Justice Coordinating Council

Volunteer Contract

VOCA/VAWA Grants

October 1, 2018 – December 31, 2019

I,_____, as a volunteer for _____ agree
Please Print **Please Print**
to the following:

1. Work a schedule mutually acceptable to the agency and volunteer;
2. Become thoroughly familiar with the policies and procedures set forth by the agency;
3. Be prompt and reliable in reporting to work and keep an accurate record of hours worked by signing in and out on the appropriate forms;
4. Attend orientation and training sessions, as required, and undertake continuing education provided by the agency as necessary to maintain competence;
5. Provide the Volunteer Coordinator advanced written notice of resignation or requesting leave of absence;
6. Notify the program staff as early as possible if unable to report to work;
7. Perform with dignity and caution when acting as a representative of the agency;
8. Avoid entering into any agreements with third parties or assuming any third party responsibilities on behalf of the agency;
9. Maintain confidentiality of all client information and all other information deemed confidential by the agency;
10. Maintain the security of the agency at all hours and help promote the safety of other volunteers, program staff, and clients;
11. Assist in any temporary job assignments outside those specified in the particular job description should it be beneficial to the agency and within the scope of the volunteer's time or skills;
12. Treat other volunteers, program staff, and clients with dignity and respect without regard for race, culture, ethnicity, religion, sexual orientation, disability, gender, or age.

Volunteer Signature _____Date_____

Volunteer Coordinator _____Date_____

This contract is valid during the period of October 1, 2018 – December 31, 2019