



VOLUNTEER APPLICATION

PERSONAL INFORMATION					
Name				Date	
Home Address					
City		State		Zip	
E-mail				DOB	
Home Phone			Cell Phone		
BACKGROUND, EDUCATION, TRAINING					
Highest Level of Education			Degree/Major (if applicable)		
Occupation			Employer		
Other Applicable Training?					
EMERGENCY CONTACT 1					
Name			Relationship		
Home Phone			Cell Phone		
EMERGENCY CONTACT 2					
Name			Relationship		
Home Phone			Cell Phone		
AVAILABILITY (Please mark any that apply – list available times if applicable)					
Weekdays (8:30am-5pm)		Evenings		Weekends	
BACKGROUND CHECK DISCLOSURE					
Boys & Girls Haven does process a criminal records check on volunteers. Have you ever been charged with and/or convicted of, plead guilty to, no contest to or entered an Alford plea to a misdemeanor, felony or any criminal offense, including - but not limited to - offenses related to violence, abuse or neglect of a child or adult, theft, dishonesty and/or financial misconduct? (A "yes" response does not necessarily disqualify you for consideration.)					<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered "yes" above, please explain:					



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INTEREST INDICATION (<i>Hours available: E=Evening, F=Flexible, WD=Weekday, WE=Weekend</i>)			
Please choose potential area(s) of interest: <input type="checkbox"/> Administrative Assistance (<i>WD</i>) <input type="checkbox"/> Buildings & Grounds Volunteer (<i>F</i>) <input type="checkbox"/> Equine Program Assistant (<i>WD, WE</i>) <input type="checkbox"/> Mentoring (<i>F</i>) <input type="checkbox"/> Special Events (<i>F</i>) <input type="checkbox"/> Tutoring/Education (<i>E, WD</i>)	Please list any additional skill sets or group affiliations you would like to share with the Boys and Girls Haven team (if any): 		
CODE OF ETHICS FOR VOLUNTEERS			
<ol style="list-style-type: none"> 1. Volunteers will maintain high standards of conduct reflecting a professional approach and positive attitude, shown by caring, cooperation, honesty and respect for others. 2. Volunteers will not exploit volunteer relationships for personal gain. 3. Volunteers will strive at all times to demonstrate behavior that serves as a positive, motivating example for our clients. 4. Volunteers are expected to conduct themselves in demeanor, appearance and lifestyle as mature role models for our clients. 5. Corporal punishment or abusive treatment (physical, emotional or sexual) will not be tolerated. 6. Volunteers will report any need for discipline or management of clients to staff immediately and avoid physical management of clients. 7. Boys and Girls Haven is a smoke-free campus. In the spirit of genuine concern for everyone's health and future life, especially our residents, volunteers will show good example and positive guidance to our residents regarding the value of not smoking. <p><i>Please sign below if you agree to the following: I have read and understand the Volunteer Code of Ethics for Boys and Girls Haven. I agree to comply with these standards.</i></p>			
Signature		Date	
PLEDGE OF CONFIDENTIALITY			
<p>Please sign below if you agree to the following: I hereby pledge that I shall safeguard and trust as CONFIDENTIAL any and all information (whether acquired through verbal communication, written record, or observation) regarding any resident, alumni, relative of a resident, staff member, or volunteer of Boys and Girls Haven, which I may, through my affiliation with Boys and Girls Haven, so acquire.</p>			
Signature		Date	
VOLUNTEER AGREEMENT & CONSENT			
<p>Please read this carefully before signing: We appreciate your interest in becoming a volunteer. By signing below, you attest to the truthfulness of all information listed on this application. You agree to let us confirm all information listed and to conduct federal and state criminal record and Child Abuse or Neglect (CAN) Central Registry checks. You also agree to complete additional requirements as needed for your volunteer role(s) including but not limited to, TB test, orientation, training, etc. as needed.</p>			
Signature		Date	