



Volunteer Application

Date _____

Name _____ DOB _____

Address _____ City _____ State _____ Zip Code _____

Phone (Day) _____ (Evening) _____

Driver's License # & State _____

E-Mail Address _____

Emergency Contact _____ Phone _____

Previous or Current Volunteer Experiences

Why do you want to volunteer with our agency?

Is there a specific way you would like to help our organization?

How did you hear about our agency's volunteer opportunities?

What are your hobbies, interests, and skills?

Please list any languages in which you are fluent:

Are you willing to travel if requested (example: transporting clients to appointments)?

Yes ____ No ____

Availability: (Please Specify Hours)

Monday _____ Tuesday _____ Wednesday _____
Thursday _____ Friday _____ Saturday _____ Sunday _____

Are you eligible for lawful employment in this country? _____ Proof of citizenship will be required upon acceptance for volunteer positions.

The Family Crisis Center runs a criminal background check on all volunteers. Do you agree to such a check? _____ If no, please explain _____

Have you ever been convicted of a misdemeanor or felony, including child abuse or molestation? _____

If yes, please explain _____

References: List three non-family members who can provide references on your ability to perform this volunteer position. Give the name, address, and phone/e-mail of

1) Name _____ Address _____ City _____
State _____ Zip _____ E-mail/Phone _____

2) Name _____ Address _____ City _____
State _____ Zip _____ E-mail/Phone _____

3) Name _____ Address _____ City _____
State _____ Zip _____ E-mail/Phone _____

Signature: _____ **Date:** _____

Volunteer Opportunities

Please check all areas of interest.

	Shelter Advocate	Answer phones, receive donations, provide shelter coverage
	Children's Advocate	Assist in weekly Children's Group Tuesday 6pm-8pm
	Rape Crisis Companion	Accompany rape victims to the hospital, police station, and through the criminal justice process. (training required and will be on an on call basis)
	Court Advocate	Provide support to women going through criminal justice process. (training required)
	Women's Group Co-Facilitator	Co-facilitate women's support group. (training required)
	Transportation	Drive women to local agencies. (vehicle required)
	Child Care	Watch children at the shelter while mother's visit other agencies.
	Red Door Boutique	Receive, sort, and hang donations.
	Speaker's Bureau	Present programs to community organizations, Church Groups, Schools, etc. (training required)
	Board of Directors	Serve on one of the five committees for a three year term. Attend board meetings and other events. (training required)
	Maintenance	Do yard work, move furniture, plumbing, electrical, painting, carpentry, appliance repair, etc.
	Shelter Needs	Provide supplies such as toiletries, paper products and food as needed.
	Fundraising	Raise funds, organize, implement and evaluate fund raising events.
	Youth Mentor (BMAD)	Mentor children ages 8-12

Training classes are offered free of charge throughout the year. The Family Crisis Center's Volunteer Coordinator will contact you regarding training classes if applicable.

Name: _____ Phone: _____

Volunteer Code of Ethics

As a volunteer, I understand that I am subject to a code similar to that of professional employees. I accept the duties and responsibilities of my position and pledge to accomplish them. I further understand that my work compliments the work of paid staff members, and I agree to work without monetary compensation.

As a volunteer I will:

- Promise to be dependable and if I am unable to keep my commitment, I will notify the appropriate person.
- Respect confidential information.
- Understand the need for and accept diversity in the workplace.
- Agree to a performance evaluation.
- Accept the policies and procedures of the agency.
- Freely share information with my supervisor, the volunteer coordinator, or administrator.
- Perform volunteer duties to the best of my ability.
- Be a liaison between the agency and the community.

As a volunteer I can expect to:

- Be treated as a co-worker.
- Have an appropriate job assignment.
- Learn about the agency.
- Receive adequate training, supervision, recognition, and evaluation.
- Feel free to share information with my supervisor.

Signature: _____ Date: _____

Randolph County Family Crisis Center Confidentiality Regulations

Definitions:

“Client” means any individual who makes inquiries, is interviewed, or has otherwise been served to some extent by the Family Crisis Center.

“Client Information” means any information, whether recorded or not, relating to a client which was received in connection with the performance of any function of the Family Crisis Center.

“Client Record” means any file made of client information.

“Delegated Employee” means anyone designated by the Executive Director to carry out the responsibilities established by the Family Crisis Center.

Statement of Guiding Principles

At the Family Crisis Center, we believe we must take every possible measure to protect the confidentiality of client information. Release or disclosure of client information to an individual outside of the Family Crisis Center shall be prohibited except under the following instances.

- When written authorization for the release has been given by the client. Such release must state specifically what items are to be released, to whom, and for what purpose.
- When it has been determined by a properly delegated employee that there is imminent danger to the health or safety of another or there is likelihood of commission of a crime or there is suspected child abuse.
- When in response to a subpoena. A subpoena to produce all or part of the client’s record is an order to bring the document to the court room on a specified date, time, and location, but not to turn the document over to anyone. A subpoena for records must be in writing.

Professional Confidentiality

Discussion of one’s client’s information with another client is strictly prohibited. Location of the shelter, names of clients (past and present), names and/or phone numbers of staff and/or advocates shall be strictly confidential. It is a breach of professional courtesy as well as a breach of members’ or advocates’ personal matters or client information so that such information can be overheard by others.

Client Access

Confidentiality of information is the privilege of the client: upon request, the client shall have access to review or obtain copies of the information in his/her records.

Security of Client Information

All records shall be kept in a secure place with controlled access.

Assurance of Confidentiality

Family Crisis Center will make known to all employees, advocates, volunteers, students, and all other individuals with access to all other individuals with access to client information the privileged and confidential nature of such information. The Board of Directors shall be responsible for the adoption by RCFCC of written policies in accordance with these rules and provide training for all persons with access to client information. Such individuals shall indicate an understanding of the rules governing client confidentiality by signing the following statement of compliance and understanding on an annual basis.

Statement of Compliance

As an active participant in the Family Crisis Center program, I realize that I am subject to a code of ethics similar to that which binds the professional. I have read, understand, and agree to abide by the confidentiality rules set forth by the Family Crisis Center. I further understand that failure to comply with the confidentiality rules may constitute a misdemeanor, and may be punishable by fine or imprisonment as well as by termination from my position with the Family Crisis Center. I also understand that these confidentiality rules continue to apply even after my employment with the Family Crisis Center is over.

First Name _____ Last Name _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Email _____

Signature _____ Date _____

☐ Please contact me about volunteer opportunities

☐ Please do not contact me about volunteer opportunities