



Volunteer Application

Name: _____ Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Employer or Group Association: _____

Areas of Interest and Skills

I am interested in the following recurrent activities:

- Meals-on-Wheels: package bread & fruit
- Pet Food: package food/ deliver to clients
- Food Pantry: stock shelves / client pick-up
- Maintenance: grounds keeping / painting / projects
- Administrative: typing / filing / mailings
- Fundraisers: Food Fight / Gut Buster / Saddle Up

I am interested in the following seasonal activities:

- After-School Meal Program: monitor kids' activities
- Summer Lunch Program: monitor kids' activities
- Coat Giveaway: set up / help shoppers
- Christmas Toy Shop: set up / help shoppers
- Santa-for-Seniors: wrap gifts / deliver gifts
- PJS Christmas Food: unload boxes / client pick-up

My skillset:

- | | |
|---|---|
| <input type="checkbox"/> Data Entry <input type="checkbox"/> Filing <input type="checkbox"/> Organizing <input type="checkbox"/> Telephone | <input type="checkbox"/> Art-Medium(s): _____ <input type="checkbox"/> Crafting-Type(s): _____ <input type="checkbox"/> Coaching-Sport(s): _____ <input type="checkbox"/> Tutoring-Subject(s): _____ |
|---|---|

Availability

- Regular basis
- One-time project/event
- Flexible

Note: Weekend & Evening events are very limited

| | Mon. | Tue. | Wed. | Thu. | Fri. | Sat. | Sun. |
|------------------|------|------|------|------|------|------|------|
| Morning | | | | | | | |
| Afternoon | | | | | | | |
| Evening | | | | | | | |

How did you hear about Neighborhood House Association, and why are you are interested in volunteering with us?

Do you speak any language(s) besides English? _____ Please list: _____

Do you have a current driver's license? _____ Do you have proof of current automobile insurance? _____

Have you ever been arrested? Yes No Convicted of having committed any crime? Yes No

If yes to either, please describe in full:

Photo/Video Release

Thank you for choosing to make a difference in the lives of those we serve by volunteering at Neighborhood House. We believe in creating and capturing memories that last a lifetime. From time to time, we may take a photo or video of you interacting with our program participants and employees. By signing below, you are stating that you understand your image may be edited, copied, exhibited, published or distributed in print and may be used on the www.nhpeoria.org website, and that you waive the right to inspect or approve the finished product wherein any likeness appears. Additionally, you waive any right to royalties or other compensation arising or related to the use of your image or recording with the understanding that this material may be used in diverse educational or promotional settings within an unrestricted geographic area deemed appropriate by Neighborhood House Association.

Printed Name

Date

Signature

Witness Signature

Emergency Contact

Name

Phone Number

Volunteer Code of Conduct

Our children, youth, and elderly are the most valuable gifts entrusted to Neighborhood House Association. It is our obligation to give and set a good example of charity, kindness, and integrity to those we serve. As a volunteer at Neighborhood House Association, you must uphold the following:

Assignments

- Be dependable, recognizing the commitment and responsibility to all volunteer assignments
- Accept volunteer assignments that are consistent with your interests, abilities, and available time
- Accept volunteer assignments with an open mind and a willingness to learn
- Accept feedback from Neighborhood House Association personnel in order to do the best job possible

Respect

- Treat everyone in whom you encounter with a sense of dignity, respect, and worth
- Be nonjudgmental about cultural differences, living conditions, and the life-style of all program participants
- Avoid profane and abusive language and disruptive behavior that is dangerous to self and others
- Respect all confidential information regarding Neighborhood House Association and those we serve
- Do not pressure anyone to accept any political, cultural, or religious beliefs

Safety

- Adhere to all Neighborhood House Association rules and procedures
- Work environments should not contain offensive or objectionable material (slogans or graphics)
- Follow safe workplace practices and report any accident, injury, or unsafe situation to any agency Director
- Report suspected abuse of any child or vulnerable adult to any Agency Director
- Report suspicious activities to any agency Director
- Failure to do the above or to satisfactorily perform volunteer assignments is cause for dismissal

Behaviors that must *never* occur:

- Performing any illegal activity on campus or during any off-site Neighborhood House Association event
- Touching anyone in an inappropriate manner or any type of verbal or physical harassment
- Speaking in a manner that humiliates or degrades program participants and others we serve
- Possessing, using, or being under the influence of alcohol, illegal, or drugs at any time
- Developing inappropriate personal relationships with program participants and others we serve
- Using photo, audio or video recordings without authorization by Neighborhood House Association's CEO in any capacity including Social Media (e.g. Facebook, Linked-In, Twitter, blogging, etc.)
- Using Neighborhood House Association equipment and resources for personal use
- Accepting money from program participants for personal use

My signature confirms that I have read and understand this Code of Conduct. I agree to uphold and follow these standards. I understand that any behavior that is inconsistent with these standards may result in my dismissal as a Volunteer with Neighborhood House Association.

Printed Name

Date

Signature

Witness Signature