



VOLUNTEER APPLICATION

Full Legal Name: _____ Preferred Name: _____ Starting Date: _____
Address: _____ City: _____ State: _____ Zip: _____
Primary Phone: _____ 2nd Phone: _____ Birthdate: ___/___/___ How long at address? _____
Email address: _____ Preferred Method of Contact: _____

Geographic: Rural Suburb City
Gender: Male Female Other: _____
Ethnicity: Black/African American Native Hawaiian/Pacific Islander
 White/Caucasian Indian/Middle Eastern
 American Indian/Alaska Native Asian
 Hispanic/Latino Other: _____

Primary Language: _____ # of people in the home: _____ Education: _____
Current/Past Occupation: _____ Special Skills: _____

Emergency Contact Name: _____ Relationship: _____ Phone: _____

References: Please offer (2) references if you have a past/current employer or other references who could speak of your ability to work with others.

(1) Name: _____ (2) Name: _____
Phone: _____ Phone: _____
Relationship: _____ Relationship: _____
Length Known: _____ Length Known: _____

I am interested in volunteering in the following areas:

- Front Desk Greeter Office Mailings Fundraising Outreach Special Events
- Computer Learning Center Program Instructor _____ AARP Tax Aide Board of Directors
- Project Joy (Flower Arranger) Project Joy (Delivery Driver) Handy Person Personal Shopper
- Transportation Driver Visitation Blessing Project Friendly Caller The Rest Stop (Day Respite)

Circle Availability: Monday Tuesday Wednesday Thursday Friday Mornings Afternoons

How often? (Frequency): _____ (i.e. Weekly/Monthly/Short term/Long term)

Special Accommodations Needed: _____ Veteran: _____

Civic/Faith Community Assoc: _____ Volunteering Independently/Group: _____

How did you learn about us?: _____

Please subscribe me to the e-mail list to receive monthly newsletters of current events and updates

As a volunteer for The Shepherd's Center of Kernersville, North Carolina, I relieve said Shepherd's Center of any liability due to accident or illness while performing volunteer tasks. I also hereby grant The Shepherd's Center of Kernersville permission to obtain a background and/or motor vehicle record check before performing volunteer tasks as requested by The Shepherd's Center staff.

Signature _____

Witness _____

Date _____

Date _____

Warning, Liability, Release, Acknowledgement and Assumption of Risks

I understand by participating in The Shepherd's Center of Kernersville (TSCK) activities, programs, trips and events, as a participant and/or volunteer involves risk of injury. These risks include sprains, strains, cuts, burns and any other injuries associated with activities, classes, events, fundraisers, programs, trips, and/or volunteer tasks.

By signing this form I hereby assume all risks and hazards incidental to the conduct of TSCK, classes events, fundraisers, programs, trips, and/or volunteer tasks, and transportation to and from said activities, classes, events, fundraisers, programs and/or trips. I acknowledge all risks of injury and death and I affirm that I am willing to assume responsibility should injury or death result from them. I also agree to follow all rules and procedures of the activities, classes, events, fundraisers, programs, trips, and/or volunteer tasks, and to follow the reasonable instructions of the teachers, drivers, escorts and supervisors of the activities, classes, events, fundraisers, programs, trips, and /or volunteer tasks.

Furthermore, in return for the opportunity to participate in activities, classes, events, fundraisers, Programs, trips, and/or volunteer tasks, I agree for myself and my heirs, assigns, executors and administrators, to release, absolve, and indemnify TSCK, employees of TSCK, volunteers, collaborators, contractors and/or sponsors of TSCK, from all risks and hazards associated with the activities, classes, events, fundraisers, programs, trips, and/or volunteer tasks. And in the event of injury, do expressly waive any legal rights I may have to seek payment of any kind and waive all claims against them. I also understand that insurance coverage is not provided by TSCK.

Physical, Health & Wellness Programs & Classes: I do hereby waive, release, and forever discharge TSCK it's directors, employees, representatives, volunteers and contractors (including but not limited to Tai Chi Instructors, Exercise Instructors and Dance Instructors) from any and all responsibility or liability from my participation in a Physical, Health & Wellness Programs, i.e., exercise/fitness/health & wellness classes, dance classes and events, pickleball, tai chi, health screenings, et al. I understand the nature and extent of the risks that I am assuming and that I am assuming them at my sole risk and responsibility. I acknowledge that I have either had a physical examination and have been given my physician's permission to participate, or I declare myself physically sound and not suffering from any impairment that could prevent me from undertaking the Physical, Health & Wellness Programs & Classes.

Photo/Video Waiver: I understand that by participating in TSCK activities, classes events, fundraisers, programs, trips, and/or volunteer tasks that photographs and/or video may be taken of me at any time and I give my permission for TSCK to take my photograph and/or video and show or use my picture and/or video as TSCK deem necessary.

I also understand that I may need to sign additional waiver forms for specific purposes, activities, classes events, fundraisers, programs, trips, and/or volunteer tasks as required by TSCK.

I have read, understand, and agree to the "Warning, Liability, Release, Acknowledgement and Assumption of Risks" statement.

Signature: _____ **Date Signed:** _____

	OFFICE USE ONLY:
Entered (date):	_____
Entered by:	_____



Volunteer Policies and Agreements

Please read all policies listed below. When you sign your volunteer application, you are agreeing to abide by the policies while volunteering with The Shepherd's Center. Failure to abide by these policies may result in dismissal.

EXPECTATIONS

- Voluntary participation: I acknowledge that I have voluntarily applied to The Shepherd's Center of Kernersville's volunteer program. I understand that as a volunteer, I will not be paid for my services.
- The Shepherd's Center donors, service recipients, volunteers, program participants, and any visitors should be treated with respect at all times. All volunteers will respect The Shepherd's Center staff members and perform their assignments to the best of their abilities while volunteering. The Shepherd's Center of Kernersville may hold informal reviews with volunteers.

POLICIES

Confidentiality

Volunteers may have access to other employee, service recipient, program participant, contributor, volunteer, or The Shepherd's Center's proprietary information. This includes, but is not limited to, data relating to employees or to existing, past or future service recipients, program participants, volunteers, or donors, and data or devices that give the organization a competitive advantage, such as marketing strategies, technological innovations, contribution files, computer software, lists and directories, and strategic plans, and ideas developed by The Shepherd's Center of Kernersville, Inc.

No information about employees, service recipients, program participants, contributors, volunteers, or The Shepherd's Center's proprietary information is to be released to any individual or organization without authorization from the person(s) to whom it relates, unless The Center is served with a court order. In this event, the Executive Director and The Shepherd's Center of Kernersville's Board of Director's President will be informed and handle the release of this information.

Volunteers have a responsibility to keep such information confidential both during and after their tenure at The Shepherd's Center, and not use it for their own or others' benefit. Volunteers are expected to safeguard confidential and proprietary information from illegal or unauthorized disclosure to other organizations, government institutions, the media, and private parties. This includes disclosure to family, friends, and acquaintances. The Shepherd's Center of Kernersville, Inc. may take action to protect its interests in the event unauthorized disclosure occurs.

Publicity Release

I hereby consent that any narratives, depictions, pictures, film, photographs, audio-visual or sound recordings, or testimonials of me made by The Shepherd's Center of Kernersville or its respective employees and agents may be used by The Shepherd's Center, and those acting with its permission, for the purpose of illustrations, broadcast, or testimonials shared with the general public in connection with any work of The Shepherd's Center. I assign The Shepherd's Center of Kernersville, Inc. all rights to these materials.

I understand that any materials made by The Shepherd's Center of Kernersville, its employees and agents are owned by The Shepherd's Center and that they may be copyrighted. I understand that these materials may be published on The Shepherd's Center of Kernersville's website. The Shepherd's Center of Kernersville, Inc. does not need to submit these materials to me for further approval. I acknowledge that the rights described above are granted to The Shepherd's Center of Kernersville on an irrevocable and unlimited basis without any compensation or payment being made for any current or future use. I understand that my consent is voluntary.

In consideration of the volunteer opportunity provided to me through my participation in this program(s), I hereby agree that I, my assignees, heirs, guardians, and legal representatives, will not make a claim against The Shepherd's Center of Kernersville, Inc. or any of its affiliated organizations, or either of their officers or directors collectively or individually, or any of the volunteer workers for any injury, loss or damage to me or my property, that may arise or result from my participation in the program(s).

Volunteer Background Checks/Acceptance/Denial Process

Background checks are mandatory for all volunteers who will be transporting or working in the homes of older or disabled adults. Motor Vehicle Record checks are also mandatory for all drivers. By your signature on the appropriate volunteer application(s), you have given your approval for these record checks. Failure to give all of the necessary information required and your signature granting approval will automatically disqualify you for volunteer service in these areas.

The Shepherd's Center of Kernersville, Inc. has selected an outside consultant firm to perform the background and motor vehicle record checks. Upon receipt of the signed volunteer application, our Volunteer Services Manager will request the report(s) online. Within a few days, The Shepherd's Center of Kernersville, Inc. will receive the results from this inquiry. If conviction(s) or violation(s) are found, all details including charges, court disposition(s), and sentencing will be provided. **All information received as a result of the screening will be kept confidential.** Negative results will not be disclosed to anyone other than the Volunteer Services Manager and the Executive Director.

Should information be found that would prevent an individual from volunteering, the Volunteer Services Manager will issue written notice to the volunteer in a confidential manner. Disqualified individuals will receive written notification informing the individual of his/her disqualification and providing information on how to dispute the results of the profile and his/her right to appeal. The volunteer is responsible for taking appropriate action to have the results of the report(s) corrected if they believe information was reported in error.

The Volunteer Services Manager is also responsible for securing the written results of the background check(s) in a locked or passcode protected space and keeping them for the time period required by law, or three years, whichever is greater.

To serve as a Shepherd's Center volunteer, a person shall not have been found guilty of the following offenses:

1. All sex offenses regardless of the amount of time since offense. Examples include, but are not limited to, child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, and indecent exposure.
2. All felony violence offences regardless of the amount of time since offense. Examples include, but are not limited to, murder, manslaughter, aggravated assault, kidnapping, robbery, and aggravated battery.
3. All felony offenses within the past ten (10) years (other than violence or sex). Examples include, but are not limited to, drug offenses, theft, embezzlement, fraud, and child endangerment.
4. All misdemeanor violence offenses within the past seven (7) years. Examples include, but are not limited to, simple assault, battery, domestic violence, and hit and run.
5. All misdemeanor drug and alcohol offenses within the past five (5) years or multiple (more than one) offenses in the past ten (10) years. Examples include, but are not limited to, driving under the influence, simple drug possession, drunk and disorderly, public intoxication, and possession of drug paraphernalia.
6. Any other offense, whether misdemeanor or felony, misdemeanor within the past fifteen (15) years that would be considered a potential danger to frail and elderly older adults or directly related to the functions of that volunteer. Examples include, but are not limited to, child endangerment and aiding and abetting anyone to commit a felony or misdemeanor as shown above.
7. Examples of violations shown in the motor vehicle record checks which would prohibit someone from volunteering in a "driver" capacity include, but are not limited to, DUIs within the past seven (7) years, at fault accident with personal injury within three (3) years, or two speeding violation 10+ miles over the speed limit within three (3) years.

Following the criminal record/motor vehicle record check, The Shepherd's Center volunteer shall be contacted to begin training. No volunteer shall begin performance of any position until they have been officially accepted for a position and have completed all necessary screening, paperwork, and training. Following training, the volunteer will receive a copy of the job description as well as other guidelines which has been signed that they are trained and ready to work.

Harassment-free environment

The Shepherd's Center of Kernersville, Inc. seeks to provide a positive and productive work environment. To that end, we are committed to providing an environment that is free of discrimination and harassment, and to provide a means of dealing with such incidents should they occur.

Discrimination and/or harassment, in any form will not be tolerated at The Shepherd's Center. This includes discrimination and/or harassment based on a person's race, color, creed, religion, national origin, sex, marital status, membership or participation in a local commission, disability, sexual orientation, or age. If, after appropriate investigation, discrimination and/or harassment is found to have occurred, the initiator will be subject to appropriate disciplinary action, depending on the circumstances, up to and including termination.

Discrimination/harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, creed, religion, national origin, sex, marital status, veteran/military status, membership or participation in a local commission, disability, sexual orientation, or age. Examples include: using improper, profane, offensive language, telling inappropriate jokes, inappropriate gestures, or making false or malicious statements about employees, service recipients, volunteers, or The Shepherd's Center of Kernersville, Inc.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which contribute to creating an intimidating, hostile, or offensive work environment. Some examples are: unwanted sexual comments, flirtations, propositions, suggestions, unwanted and inappropriate touching, or using The Center's computers to access sites with sexual content or send emails of a sexual nature.

If you believe that you have been harassed, or if you observe suspected harassment of someone else, you should report the conduct to your direct supervisor or a staff member. Make prompt and accurate reports of harassment and provide as much information as possible so that the organization can properly and thoroughly investigate the report.

All complaints of discrimination and/or harassment will be examined impartially without prejudice and without malice toward the reporting party, regardless of the status of the person accused. The Shepherd's Center of Kernersville, Inc. prohibits any retaliation against anyone who reports possible harassment or assists in an investigation of possible harassment.

Smoking

The Shepherd's Center of Kernersville, Inc. is a "Smoke Free" environment.

Prevention of abuse of participants

The Shepherd's Center of Kernersville's employees and volunteers are expected to protect the welfare of those whom we serve (service recipients). Any person actively enrolled in a Shepherd's Center service must be protected from abuse and exploitation by employees and volunteers. All employees and volunteers should use their work-related skills only for purposes consistent with their job responsibilities and should be concerned at all times with the best interests of the service recipients.

Employees and volunteers should not at any time, while on or off the job:

- Have or seek or request any kind of sexual relationship or sexual contact with a service recipient
- Have or seek a business relationship with a service recipient
- Have any additional contact with a service recipient that could adversely affect the service recipient or reflect discredit on The Shepherd's Center

The Shepherd's Center of Kernersville employees and volunteers are required to report immediately any evidence of suspected abuse, neglect, or exploitation of a participant to their immediate supervisor or a

staff member. If employees or volunteers make a report of suspected abuse in good faith, they cannot be reprimanded, held liable, or punished unless they intentionally file a false report.

Grievance Policy

The Shepherd's Center of Kernersville, Inc. aims to resolve problems and grievances promptly and as close to the source as possible with graduated steps for further discussions and resolution at higher levels of authority as necessary.

- Complaints must be fully described by the person with the grievance
- The person(s) should be given the full details of the allegation(s) against them
- The person(s) against whom the grievance/complaint is made should have the opportunity and be given a reasonable time to express their side of the story before a resolution is attempted
- Proceedings should be conducted honestly, fairly, without bias, and not unduly delayed

Procedures:

1. The volunteer attempts to resolve the complaint as close to the source as possible.

If the matter is not resolved...

2. The volunteer notifies the Supervisor (staff member) as to the substance of the grievance and states the remedy sought.

Discussion should be held informally between volunteer and any other relevant party and should not exceed one week.

If the matter is not resolved...

3. The Supervisor must refer the matter to the Executive Director.

A grievance taken to this level must be in writing from the volunteer. The Supervisor will forward any additional information thought to be relevant. The Executive Director will provide a written response to the volunteer. The Director will also communicate with any other parties involved or deemed relevant. This process should not exceed one week.

If the matter is not resolved...

4. The grievance may be taken to the President of the Board of Directors. The written grievance and responses will be provided to the President. A response to the volunteer will be given within a week. Should the President be unavailable, due to illness or vacation, the response will be given within a week of his/her return.