



VOLUNTEER APPLICATION/QUESTIONNAIRE

Name: _____ Date: _____

Mailing Address: _____

Telephone #: _____ Cell Phone #: _____

Date of Birth: _____ Email: _____

1. How did you learn about Morningstar Children and Family Services?

2. Are you presently employed? If so, where?

3. Have you ever worked with children/youth before? If so, in what capacity?

4. Do you have previous volunteer experiences? What are they?

5. Do you have hobbies or talents you would like to share with the kids? If so, please describe. If not, what is your motivation for becoming a volunteer?

6. Is there any more information that you would like to share with us about or your experience with children?



LIABILITY WAIVER STATEMENT

I understand that Morningstar Children and Family Services, Inc., is a non-profit organization providing valuable social services to my community. In view of these facts, I hereby release Morningstar Children and Family Services, Inc., its Board, agents, employees and residents from any and all claims, demands, rights or causes of action and I hereby agree to indemnify and hold them harmless from any and all liability hereafter arising on account of injury to my property, resulting from the negligence of any person, or otherwise during my participation in Center functions and activities and while I am on and/or Center property.

Printed Name

Signature

Date

Signature(Witness)

Date



CONFIDENTIALITY AGREEMENT

Employee

Volunteer

Visitor

Name: _____
(Please Print)

My signature attests to my agreement to faithfully and carefully protect the confidentiality of all residents whom I may see at Morningstar Children and Family Services, Inc. I fully support the right of all residents to keep private the fact of their residence at Morningstar Children and Family Services, Inc. I will not reveal to anyone the identity of any person living at the Center and I will not reveal any information regarding any resident.

(Signature)

(Date)

(Signature-witness)

(Date)



VOLUNTEER CONTRACT

I _____, as a volunteer for Morningstar Children and Family Services, Inc. agree 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 residents;
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 residents with dignity and respect without regard for race, culture, ethnicity, religion, sexual orientation, disability, gender or age.

Volunteer Signature

Date

Volunteer Coordinator

Date