



Volunteers of America®

GREATER OHIO

Volunteers of America of Greater Ohio
Volunteer Informational Packet

Updated: September 2015

ABOUT US

Volunteers of America was founded in 1896 by social reformers Ballington and Maud Booth. They envisioned a movement dedicated to "reaching and uplifting" the American people. On behalf of the organization, the Booths pledged to "go wherever we are needed, and do whatever comes to hand." That declaration has guided Volunteers of America's outreach efforts ever since.

For over a century, we have taken on the most difficult tasks to help the most underserved, including homeless veterans, at-risk youth, the frail elderly, men and women returning from prison, homeless individuals and families, people with disabilities, and those recovering from addictions. Our work touches the mind, body, heart -- and ultimately the spirit -- of those we serve, integrating our deep compassion with highly effective programs and services. Through our ministry of service, we continue to help people rebuild lives in order to reach their full potential. And today, we serve over 20,000 individuals across Ohio annually.



Volunteer Rights and Responsibilities

Volunteers are a valuable resource to Volunteers of America, to its staff and the people we serve. Volunteers have the right to be given meaningful assignments, to be treated as co-workers, and to receive effective supervision. Volunteers have the right to full involvement and participation and to be recognized for their accomplishments. In return, volunteers agree to perform their duties to the best of their abilities. They are expected to be loyal to the mission, goals and people of Volunteers of America and operate according to the agency's policies and procedures.

Volunteer Rights

- ✓ To expect that his/her time will be used wisely.
- ✓ To have a mutually agreed upon written volunteer position that has clear expectations, responsibilities, duties, supervision and time commitment.
- ✓ To be provided appropriate workspace, equipment, orientation, training, feedback and supervision for the position he/she accepts.
- ✓ To be informed how his/her position supports the mission and goals.
- ✓ To have his/her ideas and suggestions heard and be involved in the planning of his/her work.
- ✓ To be informed of policies, procedures and benefits associated with the position.
- ✓ To say "no" to volunteer positions that she/he is not interested in filling.
- ✓ To be considered for promotions, special assignments, transfers and a variety of experiences.
- ✓ To have an inclusive work environment that is respectful of all people, including those served, paid staff and volunteers.
- ✓ To be treated as a co-worker with other staff and/or volunteers to achieve common goals.
- ✓ To feel valued and be recognized for his/her contributions.

Volunteer Responsibilities

- ✓ To support and be loyal to the mission, goals and philosophy of Volunteers of America and the specific program in which he/she is working.
- ✓ To be an effective Volunteers of America representative with the public.
- ✓ To be open and honest regarding his/her intent, goals, interests and skills.
- ✓ To carry out position responsibilities to the best of his/her ability.
- ✓ To accept guidance and direction from his/her supervisor and other team members.
- ✓ To be open to feedback and offer assistance in correcting problems or misunderstandings.
- ✓ To participate in orientation, training or meetings that are required or encouraged.
- ✓ To complete records or reports on time.
- ✓ To follow Volunteers of America's policies and procedures.
- ✓ To ask questions and to ask for help if unclear or don't know how to proceed with an assignment or duty.
- ✓ To respect the confidentiality of the organization, the people served, and other staff and volunteers.
- ✓ To discuss problems, concerns and suggestions with his/her supervisor or the volunteer manager.
- ✓ To be punctual and reliable, notifying his/her supervisor of absences as far in advance as possible.
- ✓ To demonstrate professional, respectful behavior at all times, including when faced with challenging situations.
- ✓ To be cooperative and treat others with respect at all times, maintaining good working relationships.



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Volunteer Application Form

Please complete the entire form. All information will be kept strictly confidential.

TELL US ABOUT YOURSELF

Name:

Today's Date:
Date of Birth:

Address:

City:

State: Zip:

Phone: (Home)

(Work)

(Cell)

E-mail Address:

Please check if we can contact you via e-mail regarding volunteer opportunities.

Employer:

Current Position:

Please list any hobbies, special skills, interests, licenses:

Previous volunteer experience and organizations:

1. Activity:

Organization:

2. Activity:

Organization:

3. Activity:

Organization:

Others:

Educational Background: Please fill in applicable educational experience.

High School:

Course of Study:

College/University:

Course of Study:

Graduate School:

Course of Study:

Volunteering Interests: Check all the activities below you may be interested in doing.

- Tutoring adults, Office/clerical work, One-time group activities, Residential Reentry Programs, Food service, Teaching life skills workshops, Organizing donation drives, Other, Maintenance, landscaping, painting, Fund raising or special events, Computer service/repair

* Please note that most positions are seasonal and are not available in all areas. Visit www.voago.org for a listing of volunteer positions currently available.*



RELEASE/ORDER FORM FOR BACKGROUND SCREENING

I, _____ (name) _____(SSN), give permission for **Volunteers of America of Greater Ohio**, its employees, and contractors, to obtain information relating to me, including but not limited to: criminal history, credit history (FCRA compliant), workers' compensation claims (post employment offering), employment verification, education verification, driving records, and other information searches. I understand that the results of these record checks will be released only to the company and/or individual sponsoring this information search for the purpose of pre-employment, tenancy, membership, and other screening. I understand that I may stop the process at this point but I wish to proceed. I am doing this voluntarily, without duress, coercion, threat, force, or promises of immunity or reward.

IMPORTANT NOTICE: This agreement, stipulation and release is a legally binding contract. If not completely understood, do not sign but seek competent advice, such as that rendered by an attorney.

Signature: _____ Date: _____

Witness: _____ Date: _____

REQUIRED INFORMATION:

NAME OF APPLICANT: _____
OTHER NAMES USED MO. & DAY OF BIRTH

ADDRESS: _____
**PLEASE INCLUDE CITY/STATE DATES AT THIS LOCATION

PREVIOUS CITY/STATE OF RESIDENCE: _____
**PLEASE LIST FOR THE PAST 7 YEARS DATES AT THIS LOCATION

PREVIOUS CITY/STATE OF RESIDENCE: _____
DATES AT THIS LOCATION

PREVIOUS CITY/STATE OF RESIDENCE: _____
DATES AT THIS LOCATION

DRIVER'S LICENSE NUMBER: _____
STATE IF REQUESTING DRIVING RECORD

BACKGROUND INFORMATION REQUESTED:

Social Security Trace	()	Business References	()	(Provide names/phone numbers)
Criminal History	(X)	Employment Verification	()	(Provide names/phone numbers)
Driving Record	()	Credit History	()	Finger Printing ()



INTERVIEW, VIDEO AND PHOTOGRAPHY RELEASE

I, the undersigned, hereby voluntarily grant to Volunteers of America, without compensation, the permission to copyright and publish interviews, photographic portraits and/or video/film footage in which I may be included in whole or in part, or in a composite photograph in conjunction with other pictures, names or reproductions for the purpose of illustrating the programs, events and services of Volunteers of America.

My images and interviews are to be used in Volunteers of America publications including web site material, and they will not be published by anyone other than Volunteers of America without the express written permission of Volunteers of America.

I hereby waive any right that I may have to inspect and approve the finished product or the use to which my images and interviews may be applied.

I hereby release, discharge and agree to hold harmless Volunteers of America, its affiliates and their officers, directors and employees, the contractor/photographer, and all persons acting under Volunteers of America's permission or authority, from any liability by blurring, distortion or optical illusion, whether intentional or otherwise, that may occur or be produced in the taking of said interviews, photographs and/or video/film footage or any processing thereof, as well as any publication there of and from any and all claims and demands arising out of or in connection with the use of the interviews, photographs and/or video/film footage when used for the purposes, as described above, including without limitation any and all claims for defamation, invasion of privacy, or violation of any right of publicity.

I do hereby warrant that I am of full, legal age (18 years of age or older) and have the right to contract in my own name or have approval of my parent or legal guardian (as noted below).

I have read the above authorization, release and agreement prior to its execution, and I am fully familiar with the contents there of. This release shall be binding upon me and my heirs, legal representatives and assigns.

Name (please print)

Program Name and Event

Signature

Date

If under 18 years of age, signature of parent or guardian:

Child's name (please print)

Name of parent or guardian (please print)

Signature of parent or guardian



Volunteer Confidentiality Agreement

The protection of information is vital to the interests of Volunteers of America of Greater Ohio. I, _____ understand that in the course of my volunteer activities with Volunteers of America of Greater Ohio, I may have access to and become acquainted with information of a confidential, propriety or secret nature that is or may be applicable or related to the present or future business of Volunteers of America of Greater Ohio, its research and development, or the business of its customers. Such information includes, but is not limited to the following:

- Identifying and other information about clients, former clients, or persons seeking services, including names, personal information or other program information;
- Compensation, other confidential personnel information of staff or volunteers;
- Financial information, vendor or donor information, contribution lists, and other information; and
- Marketing strategies and data, new material research, pending projects and proposals, research, and development strategies, materials, products, designs, plans, ideas and data of the organization.

I agree not disclose any of the above-mentioned information or other organizational information directly or indirectly, and agree not to violate the spirit or intent of this provision. It is a violation of Volunteers of America of Greater Ohio's policy for any volunteer or staff member to divulge organizational information to any person or persons other than appropriate Volunteers of America of Greater Ohio staff members or its designates.

I understand that a breach of confidentiality or disclosure of organizational information may be cause for dismissal from my position as a volunteer with Volunteers of America of Greater Ohio.

Volunteer's Name (Print)

Date

Volunteer's Signature



Volunteer Hold Harmless Agreement

I fully understand and agree to assume all risks involved in any and all duties that I perform in a volunteer capacity on behalf of or in connection with Volunteers of America. I agree to hold Volunteers of America harmless for any injury(s), loss or damages which I might sustain during the course of my volunteer duties.

This waiver does include myself, any members of my party, all of my family members and descendants forever from seeking any legal action whatsoever against Volunteers of America or its successor organizations or any representatives thereof.

Volunteer's Name (please print)

Volunteer's Signature

Date