



VOLUNTEER APPLICATION

Application Date		<input type="checkbox"/> Adult (18+) <input type="checkbox"/> Teen (14-18)							
PERSONAL INFORMATION									
Last Name		First Name		Middle Initial					
Social Security Number		Home Phone		Cell Phone		Work Phone			
Address						Apartment Number			
City			State		Zip				
Email									
EDUCATION AND WORK EXPERIENCE									
Current Employment Status <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time				If you are retired, what was your occupation?					
Business Address									
May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you a student? <input type="checkbox"/> Junior High (8 th grade) <input type="checkbox"/> High School <input type="checkbox"/> College Full or Part Time							
SKILLS AND TALENT – PLEASE CHECK YOUR AREA OF EXPERTISE									
<input type="checkbox"/> Good Customer Service Skills <input type="checkbox"/> Musician <input type="checkbox"/> Computer Competency <input type="checkbox"/> Phone Work <input type="checkbox"/> Good with Children <input type="checkbox"/> Organizational/Detail Work/Multi-tasker <input type="checkbox"/> Fundraising <input type="checkbox"/> Cultural Knowledge		Please check the boxes for the days and times you are most available to volunteer.							
			SUN	MON	TUE	WED	TH	FRI	SAT
		Morning							
		Afternoon							
Evening									
PESON TO NOTIFY IN CASE OF EMERGENCY									
First Name				Last Name					
Address				Relationship					
City			State		Zip				
Home Phone		Cell Phone		Work Phone		Email			



REQUIRED VOLUNTEER HOURS			
For Student Hours? <input type="checkbox"/> Yes <input type="checkbox"/> No		For Court Order? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what school?	If yes, how many hours?	If yes, court contact and phone number:	If yes, how many hours?
Is there an agency or anyone that will need documentation of your volunteer hours? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, name and address:			
Why is documentation needed?			
CRIMINAL BACKGROUND			
Do you have a record of child abuse or dependent adult abuse? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please give a date, location, and disposition of your case.			
HAVE YOU BEEN CONVICTED OF A CRIME (FELONY OR MISDEMEANOR) OR DO YOU HAVE A RECORD OF FOUNDED CHILD OR DEPENDENT ADULT ABUSE IN THIS STATE OR ANY OTHER STATE?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
(Conviction will not necessarily disqualify applicants. The recency, severity, and pertinence of the conviction to the placement will all be considered.)			
If I am being requested to provide documentation of these volunteer hours, I have indicated it on this application. I will respect the client's rights by not discussing confidential information that I might obtain through my volunteer assignments at Indian Center Inc. By signing, I hereby state that all the information is truthful and I understand and will comply with the Indian Center Inc. Volunteer Waiver, Policies, and Procedures. I understand that failure to comply with the policies and procedures or violation of confidential information will result in my immediate termination.			
Thank you for your interest in volunteering at Indian Center Inc.			
Signature			Date

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FOR OFFICE USE ONLY

Forms Required for Teens	Received
Parent Consent Form	
Teen Reference Letter	
Teen Reference Letter	

Background Checks	Sent	Received
Adult/Child Abuse		
Criminal Background		

Initial Assignment:	
Keys provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list key#s:



INDIAN CENTER INC. VOLUNTEER WAIVER, POLICIES, AND PROCEDURES

The Indian Center Inc. appreciates your service and will do our best to ensure that your experience is rewarding and safe. As a volunteer of the Indian Center Inc. you must follow the Volunteer Policies and Procedures as follows:

- I understand that I will not be covered under the Indian Center, Inc. Worker's Compensation policy or any other medical coverage policy should I be injured on the job or suffer occupational disease.
- The relationship between the Indian Center, Inc. and volunteers is an "at will" arrangement and may be terminated at any time without cause by either the volunteer or the Indian Center, Inc.
- I (we) must abide by the volunteer policies and procedures outlined in this application.
- I have read and agreed to the volunteer policies of the Indian Center, Inc. as stated here.
- All volunteers must enter the Indian Center, Inc. through the front door and sign in at the front office.
- All volunteers must sign in at the beginning of their shift and sign out after completing their shift.
- You must sign out during your break and sign back in.
- No one under the influence of drugs and or alcohol will be permitted to volunteer.
- You must report all accidents and injuries immediately to staff.
- Report any safety hazards you see immediately.
- Wash your hands before and after handling food items, observe good housekeeping habits, and maintain good personal hygiene.
- Use proper lifting techniques: When lifting heavy objects, use your legs and push upwards, keep your back straight and your body balanced. Do not attempt to lift over 50 lbs. without assistance.
- Food and other products may not be removed from the CSFP warehouse or storage closet without the approval of the CSFP, Facility, or Executive Director.
- Sexual harassment, violence, harassing behavior, or offensive speech will not be tolerated.
- Proper clothing for volunteer work must worn. Sneakers, work shoes or boots are required. No heels, open toed shoes or sandals are permitted. Please leave purses, jewelry and other valuables at home or locked in your car.
- The Indian Center Inc. will not be responsible for any missing personal belongings.
- No personal phone calls are allowed while volunteering. You may use your cell phone on your break.
- If you need paperwork signed for your volunteer obligations you are responsible for bringing it in with you to your scheduled shift.
- The Indian Center Inc. inclement weather policy states: If Lincoln Public Schools close because of weather, the Indian Center will be closed. If there is a scheduled LPS day off and weather is bad then a decision will be made to close the Indian Center by the Executive Director. Please call to make sure the Indian Center Inc. is open if there is questionable weather.