

Mountain Family Center Volunteer Application

Please print or write neatly

Last Name:		First Name:		Date:
Address:		City:		State:
Phone:		Birth Date:		Zip:
Email Address:		School/Employer:		Year/Grade in School:
Emergency Contact & Relationship:		Emergency Contact Phone Number:		
If you are you volunteering with a group or organization list them here:		If you are volunteering as a requirement for community service, circle who mandated service. Court School Employer Other		
Are you volunteering as a condition of a court proceeding? If YES, please explain.				
Are you volunteering for school credit?		How many hours needed?		Contact Person:
Contact Phone:				
Have you been convicted of a felony in the past 3 years?				
Days/Times Available? (Office & food pantry are open Mon-Thurs 9am-3pm and Fri 9am-noon, thrift store is open Mon-Fri 9-5, Sat 9-4)				
Do you currently have a valid driver's license? If YES - license# and expiration		Do you currently have auto liability insurance? If YES, with what company? Expiration date:		
Are there any health issues, restrictions, and/or emergency medical situations we should be aware of as it relates to your performing volunteer functions?				
Do you currently have Health Insurance?				
Adult/Child Photographic Release Form				
Do you give your consent for any films, videos or photographs to be taken of you to be used by Mountain Family Center or its participating agencies in publicity and/or advertising programs?				
(Please type yes or no)				
If yes, you agree to release Mountain Family Center, its participating agencies and consultants from any liability in connection with the use of such materials.				
Signature of Volunteer (can type)		Printed Name		Date
Signature of Parent or Guardian <small>(Parent or Guardian must sign if volunteer is under 18 years of age).</small>		Printed Name		Date
Optional Statistical Information:				
Gender: Male Female	Marital Status:	Profession:	Skills:	How did you hear about volunteer opportunities at Mountain Family Center?

Mountain Family Center Volunteer Policies/Procedures

By signing at the end of this form, I verify that I have read the policies and information below. I understand these policies and will comply with them.

Injury Procedures: In the event of an accident, report the injury to a employee of Mountain Family Center. Report all injuries—including minor injuries such as bruises and scrapes. Fill out and sign an accident report provided by the staff.

Drug Free Workplace Policy: Mountain Family Center prohibits the manufacture, possession, sale or use of any controlled substance while on their premises, while working or when representing the Mountain Family Center, unless prescribed by a personal physician. Any volunteer who is under the influence of drugs or alcohol will be sent home.

Anti-Theft Policy: Mountain Family Center has zero tolerance for theft. If a volunteer is found stealing, they will be dismissed immediately. Theft is consuming or possessing our inventory that is meant for those in need unless directly given the items by Mountain Family Center staff, or being in the possession of property of the Mountain Family Center, its employees or other volunteers.

Anti-Violence statement: The Mountain Family Center does not tolerate any intimidation, threats or violent acts. This includes, but is not limited to, threatening or hostile behaviors, physical abuse, vandalism, arson, or sabotage. Anyone threatening another's safety will be dismissed. Anyone feeling threatened should immediately report the incident to a staff member.

Smoking Policy: There will be NO SMOKING on the property of Mountain Family Center.

Confidentiality: Mountain Family Center volunteers are required to keep all information they acquire at the Mountain Family Center confidential. (see Agreement)

No Employee Benefits: Mountain Family Center volunteers are not considered employees for any purpose, and no type of workman's compensation, healthcare or employee benefits shall be provided. In the case of an on-job accident, the Mountain Family Center may choose to provide medical coverage only for those costs not covered by a volunteer's personal medical coverage.

At-Will Relationship: A volunteer's status may be terminated at anytime by the volunteer, or by Mountain Family Center for any reason, with or without cause.

Training: Certain volunteer activities require special training and volunteers are not to undertake such activities without being properly trained.

Auto Insurance: Volunteers are not to operate personal vehicles for volunteer activities unless they have the minimum amount of liability insurance required by law.

Assumption of Risk: Some Mountain Family Center volunteer activities are potentially hazardous. A volunteer assumes all risks of working in an environment that includes, but is not limited to, lifting heavy boxes, working near moving belts and machinery, walking on or around pallets of product, standing on cement or asphalt, or other potential dangers.

Dress Code: Volunteers are responsible for ensuring their clothes are neat and clean. Torn, ragged styles, cami/spaghetti straps are not acceptable. Close toe shoes must be worn at all times.

Release from Liability: Volunteers release Mountain Family Center and its agents, representatives, trustees, officers, employees and volunteers from any liability arising out of any damage, loss or injury to the volunteer or his/her property incurred as the result of volunteer activities. The volunteer's estate shall hold harmless the Mountain Family Center and its agents, representatives, trustees, officers, employees and volunteers from any claims or actions by relatives or legal representatives based on death or injury from volunteer activities.

Acceptance of Volunteer Position (Parent or Guardian must sign if volunteer is under 18 years of age).

Signature of Volunteer	Printed Name	Date
Signature of Parent or Guardian of Volunteer	Printed Name	Date

CONFIDENTIALITY AGREEMENT:

Mountain Family Center recognizes the importance of protection of confidential information concerning clients, their families, employees and operations of the center. Treating confidential information in an appropriate manner is a requirement to ensure the trust of our clients, and to maintain respect for all persons. It is the obligation of every volunteer to maintain this confidentiality.

As such, it is important that each volunteer verify the above, and agree to the following:

- I understand and agree that I have responsibility for maintaining strict confidentiality of information shared with me or acquired by me as part of my volunteer duties. Any client information, confidential information about a fellow associate or their family, that is available to me is not to be discussed or disclosed by me outside of performing my duties at Mountain Family Center.
- I will not discuss information about a Mountain Family Client or employee, or the operation of the Center, outside of the facility, in public areas of the facility, or any place where I may be overheard.
- I will not attempt to access information other than that information which I have been authorized to access.
- I understand that there are various security codes and/or passwords belonging to Mountain Family Center's physical premises or equipment that I may be given in the course and scope of my duties. I understand that these codes and/or passwords are confidential and subject to the provisions of this Agreement.

By my signature below I am indicating that I have read, understand, and agree to adhere to the conditions of this Confidentiality Agreement.

Signature

Date

Printed Name