



HAWTHORNE COMMUNITY CENTER VOLUNTEER APPLICATION

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ BIRTHDATE: _____

EMPLOYMENT INFORMATION: _____

Email: _____ PHONE: _____

HEALTH RESTRICTION: _____

REFERENCES (NAMES AND PHONE NUMBER)

WHAT TYPE OF VOLUNTEER SERVICES DO YOU WISH TO PROVIDE?

DO YOU POSSESS ANY EDUCATION OR SPECIAL SKILLS THAT WILL ENHANCE YOUR VOLUNTEER SERVICE?

PLEASE NOTE:

Hawthorne Community Center depends on the services of volunteers to serve the many clients of all ages participating at the agency. Our clients safety and well-being is our top priority. Any staff or volunteers who does not adhere to this priority and jeopardizes our Center's clients may be terminated at the discretion of the supervisory staff.

Qualified volunteers are considered for all types of volunteers service without regard to race, color religion, sex, national origin, age or handicap.

Every volunteer must have a completed criminal history check on file before participating in any program involving children.

SIGNATURE

DATE

VOLUNTEER GUIDELINES

Listed below are the general operating guidelines for Center Volunteers. These are guidelines that are also followed by all Hawthorne Staff members. All volunteers as well as staff are expected to adhere to these guidelines. Center management will monitor the actions of volunteers to ensure that compliance is met.

1. Volunteers are to treat all clients/participants with respect and dignity. Volunteers are not to argue, use foul language, or make any derogatory comments.
2. Volunteers are to refrain from placing their hand on participants other than to restrain them from injuring themselves or others. Rely on Center staff to make determinations on punishments for discipline problems.
3. Volunteers should adhere to all responsibilities as outlined on the volunteer Job Description.
4. Volunteers are not to take information about participants and discuss that information with others. This is a breach of confidentiality and could be grounds for termination.
5. It is expected that all volunteers will treat one another with courtesy and respect. Volunteers do not have to like one another but verbal assaults against fellow volunteers and staff members **WILL NOT BE TOLERATED**.
6. A certain amount of loyalty is expected from volunteers toward the Center. It is not expected that every volunteer will agree with every policy and/or rule but volunteers who feel bitter against Hawthorne should consider terminating their relationship with the Center.
7. Volunteers wishing to publicize a program or activity must first clear those efforts with Center management. Volunteers contacted by the media for comments or information should first receive permission to speak to the media if at all possible.
8. Volunteers are prohibited from carrying weapons during their period of volunteer service, regardless of legal permits to do so. If at anytime you feel your safety is or may be threatened, the police or sheriff's department will be contacted for assistance.
9. The use of any drugs(except those prescribed by a physician), drinking of alcohol, or any sign of being under the influence of either will not be tolerated. Any occurrence of the aforementioned will be cause for your immediate termination.
10. I understand that no compensation will be given for volunteer services. It is also understood any participation by myself or family members in programs with fees must be paid.