

## Volunteer Application

<b>Name:</b>		
<b>Birth Date (if under 18yrs of age):</b>		
<b>Address:</b>		
<b>State:</b>	<b>Zip:</b>	<b>Phone:</b>
<b>Email:</b>		

<b>Availability</b>				
<b>Morning:</b> <input type="checkbox"/>	<b>Afternoon:</b> <input type="checkbox"/>	<b>Evening:</b> <input type="checkbox"/>	<b>Weekday:</b> <input type="checkbox"/>	<b>Weekend:</b> <input type="checkbox"/>

<b>Emergency Contact(s)</b>		
<b>Name:</b>	<b>Phone:</b>	<b>Relation:</b>
<b>Name:</b>	<b>Phone:</b>	<b>Relation:</b>

<b>Civil Status</b>
<p><b>Have you [in the past seven (7) years] ever been convicted of a crime, including any felony or misdemeanor offense? A conviction includes any plea (e.g., guilty, nolo contendere, no contest), verdict or other finding of guilt regardless of whether probation or other sentence is imposed by the court.</b></p> <p><b>Note: You are not required to disclose and should not include convictions that were sealed, expunged, pardoned, dismissed, erased or otherwise removed from your record pursuant to court order. Applicants should also not disclose (or answer "Yes" for) (1) any conviction specified in California Labor Code section 432.8 (which pertains to certain marijuana offenses that are more than two years old), (2) any conviction that resulted in a referral to and participation in any pretrial or post-trial diversion program pursuant to California Labor Code section 432.7, or (3) any misdemeanor convictions for which probation has been completed or otherwise discharged and the case has been dismissed by a court.</b></p> <p><b>Yes:</b> <input type="checkbox"/> <b>No:</b> <input type="checkbox"/></p> <p><b>If "Yes," please identify the nature of each crime for which you were convicted, the date of each conviction, the city and state(s) in which you were convicted, the disposition of the case, and any other relevant facts that you feel should be considered.</b></p> <p><b>Please explain:</b></p>    

## Volunteer Rules

### Dress Code

ACOF volunteers may not wear shorts, miniskirts, shirts that expose the midriff, strapless, tank or sleeveless tops, clothing with drug, alcohol, sexual references or offensive propaganda, or any clothing that is tight, transparent or has holes. Wilshire corporate office volunteers may wear casual clothing appropriate for a professional business environment. Volunteers should wear comfortable clothing you don't mind getting a little dirty!

### Fraternization

Do not provide any guest or tenant with money, medication, gifts or transportation. Do not give out your personal contact information, including email addresses or phone numbers. Should a guest or tenants request to contact you personally, please report the request to the Administration Department. Please be sensitive to the personal space of our guests and tenants (men, women and children). Ask permission before touching any guest or tenant for any reason. Any inappropriate relationship between our tenants and volunteers will be grounds for termination of the volunteer relationship.

### Harassment

A Community of Friends will not tolerate any form of harassment (verbal or physical), exploitation or intimidation of any nature from volunteers, interns, staff members or guests. An allegation of sexual or other harassment will be treated seriously, and a thorough investigation will be conducted. A volunteer who files a complaint will be treated fairly and courteously at all times.

OFFICE USE ONLY	
<b>DATE OF SERVICE START:</b>	<b>DATE OF SERVICE END:</b>
<b>DEPARTMENT:</b>	<b>SUPERVISOR:</b>



# Volunteer Application

## VOLUNTEER AGREEMENT & RELEASE OF LIABILITY

I wish to volunteer for A Community of Friends (“ACOF”). I agree and release ACOF as follows:

I recognize that as a volunteer I represent ACOF to the public. I accept responsibility for this status and will conduct myself in a professional manner. I will be clean and sober when participating as an ACOF volunteer.

I agree to maintain the confidentiality of all volunteers, guests, tenants, donors, and employees about whom I may have personal or identifying information.

I will not participate in and will report any and all instances of any sort of harassment, exploitation, and/or intimidation. I will maintain an atmosphere of physical and emotional safety for everyone associated with ACOF and/or my volunteer activities including but not limited to employees, volunteers, guests, tenants, and visitors.

I understand that my activities as a volunteer may include but are not limited to (a) physical activity (including without limitation, work with heavy tools and materials), (b) contact with unidentified and unfamiliar persons, (c) travel to and from various locations and (d) other potential risk of injury. Should I voluntarily use my own means of transportation for ACOF-related purposes, ACOF is not liable. I am voluntarily participating in this service with the knowledge of the potential hazards involved and hereby agree to accept any and all risks of injury without any recourse to or against ACOF its employees or its officers and directors. ACOF is not responsible for lost or stolen personal items.

I hereby wave, release, and discharge ACOF, its directors, officers, partners, agents, employees, successors, assigns, licensees, sponsors, donors, representatives, guests and affiliates from all actions, claims, suits or demands that I, my assignees, heirs, guardians and legal representatives, now have or may hereafter have arising out of, based upon, or relating to my participation as a volunteer.

I **also** grant to ACOF, its assigns and successors, my consent and permission to use my likeness, voice, and words in or on television, radio, film, and on ACOF’s websites, or in any other form, format, or media, to promote ACOF and its mission and to raise funds. I further grant my permission to be taped by ACOF or any news media, to use my name, photo, likeness and written feedback in any and all media, publications, advertising and publicity. I grant permission to be filmed or taped by ACOF or any news media.

I **do not** agree to grant ACOF, its assigns and successors, permission to use my likeness, voice, and words in or on television, radio, film, and on ACOF’s websites, or in any other form, format, or media, to promote ACOF and its mission and to raise funds. I further grant my permission to be taped by ACOF or any news media. I do not grant permission to be filmed or taped by ACOF or any news media.

I agree that after two no-calls, no-show shifts to which I have registered myself and/or my group to serve, I will be dropped from the schedule and be required to do all further scheduling in person. I understand that the relationship between ACOF and volunteers is an “at will” arrangement, and it may be terminated at any time without cause by either the volunteer or ACOF. I further understand and agree that nothing contained in this application, or conveyed during any interviews, which may be granted, or during my volunteer tenure is, intended to create an employment relationship between me and ACOF. I have carefully read this agreement and fully understand its contents. I am aware that this is a release of liability and I sign it of my own free will.

<b>Signature:</b>	<b>Date:</b>
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<b>Print Name:</b>
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*\*If volunteer is under 18, a parent/legal guardian’s signature is required.*

<b>Parent/Guardian Signature:</b>	<b>Date:</b>
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<b>Parent/Guardian Print Name:</b> <small>LEGAL_US_W # 82993574.1</small>
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